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ABSTRACT

A guide is presented for those unfamiliar with library procedures who wish to organize and operate a small library. Following a discussion of the modern library's role, there is detailed information about library boards, librarians, finance, legal problems, policies, equipment, supplies, and book acquisition and processing. Shelving, filing, book lending, record keeping, and book repairing are also covered, along with audiovisual materials and publicity and promotion. A successful, small town library is described, and special instructions are provided for church, church music, school, law, business, and medical libraries. There are additional suggestions for operating a small historical museum or local historical society. Illustrations of equipment, supplies, catalog cards, and special procedures appear throughout the guide. Appendixes contain lists of state library agencies, library suppliers, and information sources as well as an outline of the Dewey Decimal system and special decimal subdivisions for church libraries. (LS)

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HOW TO ORGANIZE AND OPERATE A SMALL LIBRARY

A comprehensive guide to the organization and operation of a small library for your school, church, law firm, business, hospital, community, court, historical museum or association.

By Genore H. Bernhard

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TABLE OF CONTENTS

Introduction

Chapter 1: CHANGING ROLE OF LIBRARIES
- A. Modern Libraries Offer More Than Books
- B. Growing Number of Specialized Libraries
- C. Professional Aid Available

Chapter 2: ORGANIZING A SMALL LIBRARY
- A. The Library Board
- B. Duties of Library Board
- C. The Librarian
- D. Duties of Librarian
- E. Choosing Location of Library
- F. Financing a Public Library
- G. Be Prepared with Estimate of Cost
- H. Legal Information You Will Need
- I. Insurance
- J. Library Policies and Procedures
- K. Furnishings and Equipment
- L. Supplies
- M. Books
- N. Purchasing Books and Other Media
- O. Commercially Printed Catalog Cards
- P. Ordering Procedure
- Q. Receiving Procedure
- R. Closing Procedure

Chapter 3: CLASSIFYING AND CATALOGING
- A. Explanation of the Dewey Decimal System
- B. Other Classification Systems
- C. Books Are Opened and Examined
- D. Accession Book
- E. Separate and Sort the Books
- F. Classifying the Books
- G. General Rules for Classifying
- H. Cataloging the Books
- I. Work Card
- J. Catalog Cards
- K. Public Catalog
- L. Each Card Contains
- M. Author Card
- N. Title Card
- O. Subject Card
- P. Shelf List
- Q. Circulation Card, Book Pocket and Date Due Slip

Chapter 4: PHYSICAL PROCESSING OF THE BOOKS
- A. Book Pocket
- B. Mark of Ownership
- C. Call Number Identification
- D. Protective Coating
- E. Plastic Book Jacket Covers

Chapter 5: SHELVING THE BOOKS

Chapter 6: FILING CATALOG AND SHELF LIST CARDS

Chapter 7: PRINTED MATERIALS OTHER THAN BOOKS
- A. Newspapers
- B. Periodicals
- C. Vertical File

Chapter 8: AUDIO-VISUAL MATERIAL
- A. A-V Materials Include
- B. Cataloging A-V Material
- C. Housing A-V Material
- D. Circulation of A-V Material
- E. Audio-Visual Hardware

Chapter 9: THE LENDING SYSTEM

Chapter 10: RECORDS MUST BE KEPT
- A. Library Service
- B. Receipts and Expenditures
- C. Inventory

Chapter 11: SIMPLE BOOK REPAIRING

Chapter 12: PUBLICITY AND PROMOTION

Chapter 13: EXAMPLE OF SUCCESS

Chapter 14: THE CHURCH LIBRARY
- A. Purposes
- B. General Rules Apply
- C. Help for the Church Librarian
- D. Classification System
- E. Other Classifying Systems
- F. Church Periodicals
- G. Extra Services
- H. Promotion
- I. Example of a Church Library

Chapter 15: THE CHURCH MUSIC LIBRARY

Chapter 16: THE SCHOOL LIBRARY
- A. Federal Programs Affecting School Learning Centers
- B. Elementary and Secondary Education Act (ESEA) Title II
- C. ESEA Title III
- D. National Defense Education Act (NDEA) Title III
- E. Public Law 93-380
- F. The School Librarian
- G. Student Handbook

THE TECHNICAL LIBRARIES

Chapter 17: THE LAW LIBRARY
- A. Librarian
- B. Accession Book
- C. Keeping the Library Up-to-Date
- D. Purchasing for the Law Library
- E. Checking Out the Books
- F. Files and Shelves

Chapter 18: THE BUSINESS FIRM LIBRARY
- A. Librarian
- B. Contents of Library
- C. Cataloging System
- D. Purchasing
- E. Other Services

Chapter 19: THE MEDICAL LIBRARY
- A. Room and Furnishings
- B. Classification System
- C. Shelving and Cataloging of Material
- D. Purchasing
- E. Outside Assistance

Chapter 20: THE SMALL HISTORICAL MUSEUM OR LOCAL HISTORICAL SOCIETY
- A. Hoard Historical Museum
- B. Simplified System for Starting or Improving Small Historical Museum
- C. The Catalog Number
- D. Basic Records
- E. Accession Sheets
- F. Accessions Journals
- G. Subject Titles
- H. Catalog Cards
- I. Book Catalog Cards
- J. Donor Cards
- K. Installing the Cataloging System

APPENDIX A:
- A. Dewey Decimal numbers
- B. List of numbers under the 200 Religion Dewey Number, for church libraries

APPENDIX B: List of source books, etc.

APPENDIX C: List of State Library Commissions and Agencies

INTRODUCTION

A young person once wrote to the author of a cookbook, complaining that no book on the culinary arts ever told how to crack an egg so the contents ended up in the skillet instead of all over the stove. The writer plaintively suggested that since this was something "mother never told me," such vital information should be included in any book dealing with the basics of cooking.

This library manual is dedicated to all those who are as unfamiliar with library organization and operation as that would-be cook obviously was with the art of poaching an egg. Answers will be given to questions posed by those who have nothing more than the wish and perhaps a few donated books from which they propose to build a library.

Whether your project is a small library to serve a town or village where no such service is now available, or the forming of a library for church, school, corporation or other organization, this manual will help you get started.

Because the usual library manuals or books of instruction are designed for those libraries with full-time professional librarians, and with ample funds to pay for such trained personnel, this manual has been simplified so that those small communities or organizations without such talent and funding may organize and operate a library within the limits of whatever is available in personnel and budget.

The material is presented so as to permit the omission of a step wherever it is not pertinent or if the library has not reached a level of development requiring it. At the same time, it will enable the library to extend its goals and standards as future needs arise.

The main portion of these instructions will deal with general library practices, and can be followed in forming any library. Similarities and differences in methods of starting and operating public libraries and those serving churches, schools, corporations and other organizations will be discussed. Examples will be given of libraries visited during the process of preparing this manual.

Many library procedures can be applied to the formation of a museum also. Therefore, the final chapter of this manual is devoted to procedures peculiar to the organization and operation of historical museums.

The important thing to remember, in reading the suggestions contained herein, is the size of the library you are starting or operating. If the collection is 500 volumes or less, there is little need for any complicated system of organization. But, if, even with this small start, you have visions of growing into a larger operation, then it is advisable to employ a system which will keep up with that growth.

As one of the librarians of a special library put it, try not to get "boxed in," either in space or organization.

The following chapters give the basics of organizing so that you can lift whatever portion suits your situation. Common Sense should be the best guide in determining what will best suit your own operation.

You have already made a start when you begin seeking information and help. Interest and enthusiasm are the first and probably the greatest assets you can have for making a successful enterprise of your dream . . .

Or, perhaps in your particular case, it is more of a "nightmare" than a dream. You have suddenly been told by your boss, "Here are the books. You are now the librarian. Get them into some kind of order so we can find them and use them." And you haven't the foggiest idea how to go about the job!

Whether you are seeking help out of enthusiasm or desperation, this manual will try to show every step from the moment the idea is born to the final fruition of that idea.

1

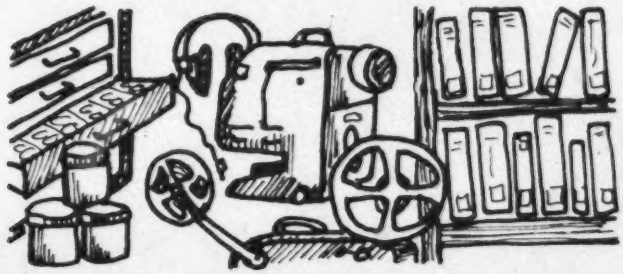
CHANGING ROLE OF LIBRARIES

The word LIBRARY comes from the Latin word LIBER, which means BOOK. For hundreds of years, libraries were exactly what the name implied: places to keep books, and only the educated few had access to them. Gradually as education became available to ordinary people, libraries became reading centers, and the books became accessible to all.

MODERN LIBRARIES OFFER MORE THAN BOOKS. Today's library has expanded far beyond the original concept of the name, to include many other resources of learning. Keeping pace with the electronic age, libraries have added Audio-Visual (A-V) material, such as: films, slides, microfilm, tapes and records. Magazines, newspapers, pamphlets and clippings add to the printed word collection. Special services include books in braille and talking books (phonograph records) for the blind, art exhibits, pre-school story hours, bookmobiles for rural areas without libraries; and reference librarians who answer specific questions upon request.

Small public libraries cannot hope to provide all these services. However, if the small library is operating under the auspices of the State Library or a large municipal library, some of these services can be procured by requesting such service on an inter-library loan. And even the smallest library should carry some newspapers and periodicals. The pre-school story hour is often provided by volunteer mothers or high school students.

GROWING NUMBER OF SPECIALIZED LIBRARIES. Not only are there more services provided by libraries today, there are more kinds of libraries to serve different needs. Public libraries serve the general public in cities, towns, villages and some larger areas such as counties. But there are Special Libraries for groups within the larger community, such as School, Church, Hospital, Legal Firm, and Industry. As our society becomes more specialized, these special libraries are growing in number to serve these special groups.



PROFESSIONAL AID AVAILABLE. One reason for the increase in libraries and library service is the availability of assistance from professional sources today, unknown to those pioneers in the field a hundred years ago. It is much easier to start a library now than it was then.

The American Library Association, located in Chicago, Ill.; The Library Service Branch of the U.S. Office of Education, located in Washington, D.C.; and State Library Commissions and Extension Agencies, located in all states, have informative pamphlets which may be obtained by merely requesting them. These agencies are set up to help any library get started and to operate efficiently, whether the library is public or specialized. They set standards for libraries and offer invaluable help in organizing and operating all sizes and types of libraries. The help these agencies offer is based on the principle of helping those who wish to help themselves. They offer advice and help—not control.

Most states have a separate chapter in their books of statutes, dealing exclusively with libraries. A copy of this statute will give you the laws which govern all libraries within your particular state and will give you the legal framework within which you may operate. A copy of this statute can be obtained from your state library commission, or they will tell you where to write for a copy.

Some of the possible aids you can get from the state library commissions and the extension agencies of the state libraries or the state Departments of Education, Division for Library Services, are:

1. State level leadership and planning assistance.
2. In some states, loans of books, ranging from several hundred books for a stated period of time, to a single loan for a single reader.
3. Field consultants to advise on a wide variety of library operations and problems.
4. Reference material to answer special requests for information.
5. In some cases, financial support to match community support for the public library. (In the form of state aid).

It is well worth the effort of checking into the services available from your State Library Commission. You need not struggle all alone when such assistance is there for the asking. In Appendix C, you will find the address of your state's library commission.

2

ORGANIZING A SMALL LIBRARY

The fundamentals of starting and operating a small library, whether it be public or specialized, are similar in many ways. A person (or persons) discovers the need for a centralized collection of books; a committee or board is formed to put the idea into action; a method of financing the operation is set up; a location is decided upon; someone is drafted or hired to be librarian; books (and possibly other media) are processed; the lending system is set up. With some variations, every type of library has these same basic requirements.

THE LIBRARY BOARD. The number of members on the board is usually determined by the size of the community or group involved, and your state statute dealing with libraries suggests the recommended setup for such a board for public libraries. It should include educational and civic leaders and other interested citizens, elected or appointed, to represent the interests of the community.

The library board of the public library, or its equivalent in the special library is the moving force behind any successful library operation.

In a CHURCH library, such a board would be composed of representatives from the various groups of the church: pastor, priest or rabbi; church school teachers; leaders of youth and senior citizen groups.

In a SCHOOL library, the superintendent, principal, school board and teachers perform the various functions of a library board.

In TECHNICAL libraries, the management determines the scope and usage of the library resources, and appoints the person who will act as librarian, or hires someone for the job, depending on the size of the organization and the work involved.

DUTIES OF LIBRARY BOARD. Some of these listed duties of a library board would apply to all types of libraries. All apply to a public library board.

1. Select a librarian. The librarian may need an assistant or two. It is much more satisfactory to hire a librarian, but her assistants can very well be volunteers.
2. Choose a location for the library.
3. Choose a name for the library.
4. Approve selection policy for planning contents of library.
5. Manage the financing and approve library furnishings, equipment and supplies.
6. Determine policies of the library.
7. Plan immediate and future ways of financing and obtaining new books.
8. Plan opening, advertising and continual promotion.
9. Confer with and encourage library staff.
10. Elect officers and hold regular meetings – monthly or quarterly.
11. Determine area to be served and decide if books are to be loaned outside area which supports library. If area outside is to be served, determine if a deposit will be required from user, membership dues charged, or if governing body will pay for service to its constituents from tax money.

THE LIBRARIAN. In the hands of your librarian lies the secret of the success or failure of the library. While skills required vary greatly, keep the following universal qualifications in mind.

1. Dedication and cooperation.
2. Knowledge of and appreciation for books.
3. Ability and desire to help others know and appreciate books.
4. Pleasant, congenial personality.
5. Ability to organize. Neatness.
6. Dependability, persistence and patience.
7. Responsibility.
8. Time for the job.
9. Ability to type (not absolutely essential, but certainly helpful).
10. Enthusiasm.

There are library institutes, library workshops and library summer courses, which the ambitious, forward-looking librarian can attend. And for a start, the librarians can avail themselves of the assistance offered by the state library commissions and the American Library Association, through their various publications.

DUTIES OF LIBRARIAN. These duties, with slight variations, will apply to any small library. The school librarian will work in close association with the teachers, and it is very likely he or she will need to know how to operate audio-visual equipment; the church librarian will be a valuable assistant to the various departments of the church; medical, legal and business places will choose librarians knowledgeable in their particular fields of endeavor. The point is that the librarian should be able to make the library an integral part of whatever area it serves.

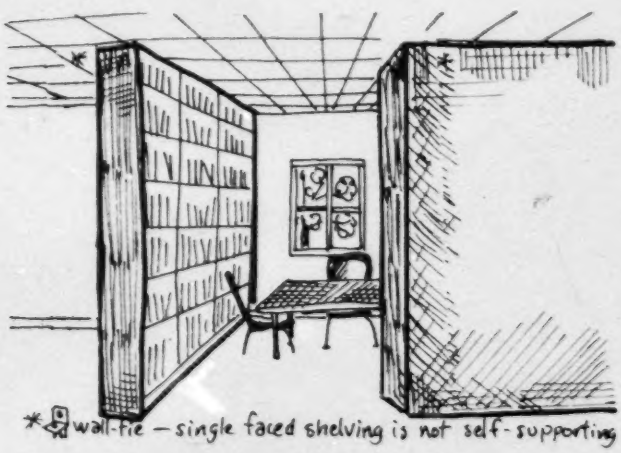
1. Select the books and other media needed for the library.
2. Take care of processing of books and all mechanics of the library, supervising the work if the library has assistants.
3. Know how to operate audio-visual equipment.
4. Keep up-to-date files and records.
5. Keep library clean and attractive. (This does not mean librarians should act as custodians.)
6. Frequently check shelves and keep books in order.
7. Maintain definite library hours.
8. Send out overdue notices and collect fines, if this is library policy.
9. Check out books and replace books on shelves. (Borrowers should not return books to shelves.)
10. Meet regularly with staff, if there is one, and assign special duties.
11. Be familiar with general content of library.
12. Give courteous help to patrons of library.
13. Inform library board of problems and needs.
14. Periodically weed out books in need of repair, replacing or to be discarded.
15. Help promote and publicize library's services.

CHOOSING LOCATION OF LIBRARY. In all probability you do have a location available for your library before you have progressed this far. Many a public library has started in a room above a store, a bank basement, or even in somebody's home. You have to make your start with what is offered at a price you can afford.

If it is a community library, it should be easily accessible to old and young. The fewer steps the patrons have to climb, the better. Quite often the older citizens of a community are the most loyal patrons, and too many steps can make it difficult or even impossible for them to visit the library.

If the only place you can procure is on the second floor of a building, you might consider giving service to nursing homes, hospitals, and shut-ins with your own private car "mini-bookmobile." This is a possible service, even if your library is on the ground level, and it is greatly appreciated by those who cannot get about easily. Many communities now sponsor "meals on wheels." "Books on wheels" could be provided by volunteers in the same way.

Libraries within churches and business places are fortunate indeed if they are given a separate room. All too often the library is expected to operate in a corner somewhere. This is not ideal but can, of course, be worked out. One way is to use the book shelving units to form a wall, making a small room out of a corner.



The school library has become such an important part of the learning system that it is essential it have a special room or rooms allocated to it. Where there is a separation of grades: Elementary, Junior High, and High School, each unit should have its own library. All schools have not yet reached this ideal situation but all should be working toward that end. And, as mentioned before, these libraries contain much more than books, with audio-visual material becoming more and more important to the learning process in schools. These libraries are now Learning Centers, not just repositories for books.

FINANCING A PUBLIC LIBRARY. "If wishes were horses, poor men would ride," and starting a library would be a lot simpler if it were not for that eternal problem of financing the project. Most public libraries are tax supported, so this should be the first possibility checked into.

Here are a few suggestions for obtaining the necessary funds for starting and operating a public library:

1. Go first to the town's governing body and ask to be put in the yearly budget.
2. You can conduct a mail campaign to raise money to get started.
3. Many a small library gets its start by sponsoring bazaars, bake sales, home talent plays and other money-making schemes.
4. Interested organizations can be approached for contributions.
5. Check out the possibility of county and / or state assistance.
6. Private citizens are the beneficiaries of the library and in many communities, interested citizens form groups called Friends of the Library, or Citizens Library Movement. Groups such as these often provide "extras" not in the library budget, extending the library's services, publicizing it, and putting on benefits and campaigns to assist the library.

BE PREPARED WITH ESTIMATE OF COST. When you go to the town fathers asking to be put in the yearly budget, be prepared to show an itemized break-down of what the library needs for opening and yearly operation. Suggested items to be included in this break-down might be:

Original expense:

1. Furniture: Shelves, desk, tables, chairs, book truck, magazine and newspaper racks, work table, etc.
2. Books: purchase or rental.
3. Equipment: Typewriter, files, audio-visual hardware, etc.
4. Any changes in quarters requiring carpenter, electrician, plumber, etc. (You may need lights above shelves and librarian's desk, for instance.)
5. Sign for Library
6. Insurance
7. Publicity

Operating expense for year estimate:

1. Rent
2. Salaries
3. Utilities
4. Maintenance
5. New and / or rental books
6. Magazines and newspapers
7. Supplies for processing books
8. Book repairs
9. Continual promotion

Other information you should have for your presentation:

1. Possible other sources of money
2. Money on hand
3. Services to be provided by this library
4. Territory to be served

LEGAL INFORMATION YOU WILL NEED

1. Minimum wage for librarian
2. Social Security information
3. Tax deductible donations information

LIBRARY POLICIES AND PROCEDURES. Before your library opens, the Library Board, or other governing body, should meet with the librarian to determine procedures and policies. It is wise for the library board to work with the librarian from the very beginning. The library policies and procedures, what is expected of the librarian, and what may be expected, in return, from the library board, should be clearly understood before the library is opened to the public.

The library procedures, as they pertain to the public or to whatever group or organization the library serves, should be posted so patrons will know the rules of the library.

The users of the library should be informed of the library's rules regarding the first eight items in the following list. The last five items are for the librarian's and board's information.

1. Library hours. How many hours a day the library will be open and what days of the week.
2. Who may use the library—area of service (and if outside area is to be served, how it will be financed).
3. How many books may be borrowed at one time.
4. Standard period of loan: 7 or 14 days. (a month in some libraries)
5. Will renewals be permitted and for how long may books be renewed.
6. Shall overdue reminders be sent out.
7. Shall overdue fines be charged and how much.
8. What about books lost or ruined?
9. How shall fine money be used?
10. Salary of librarian and any other personnel.
11. How extensive a filing system.
12. What records are to be kept.
13. Book and other media selection policy.

FURNISHINGS AND EQUIPMENT. Choose your furnishings and equipment to fit the size and nature of your quarters and the anticipated usage of the library. Here are some suggestions for basic requirements:

1. Book shelves.

Adjustable steel or wooden shelving is recommended for several reasons. The cost of lumber today and the labor cost for building shelving is likely to be higher than purchasing shelving from a library supply house. And differing sizes of books makes the adjustable type of shelving far more satisfactory.

Shelving is available in a variety of heights, widths and depths. Single-face shelving (access from one side) is designed for use against walls. Double-face shelving, often referred to as "island walk-around" or "free-standing," permits storage and access from both sides. If you wish to block off a corner area from a larger room, single-face shelving with solid backs will do the job nicely, providing storage in the process.

Audio-visual media shelving is usually steel, and the 18" depth has proved most satisfactory for this purpose. Dividers are usually not used.

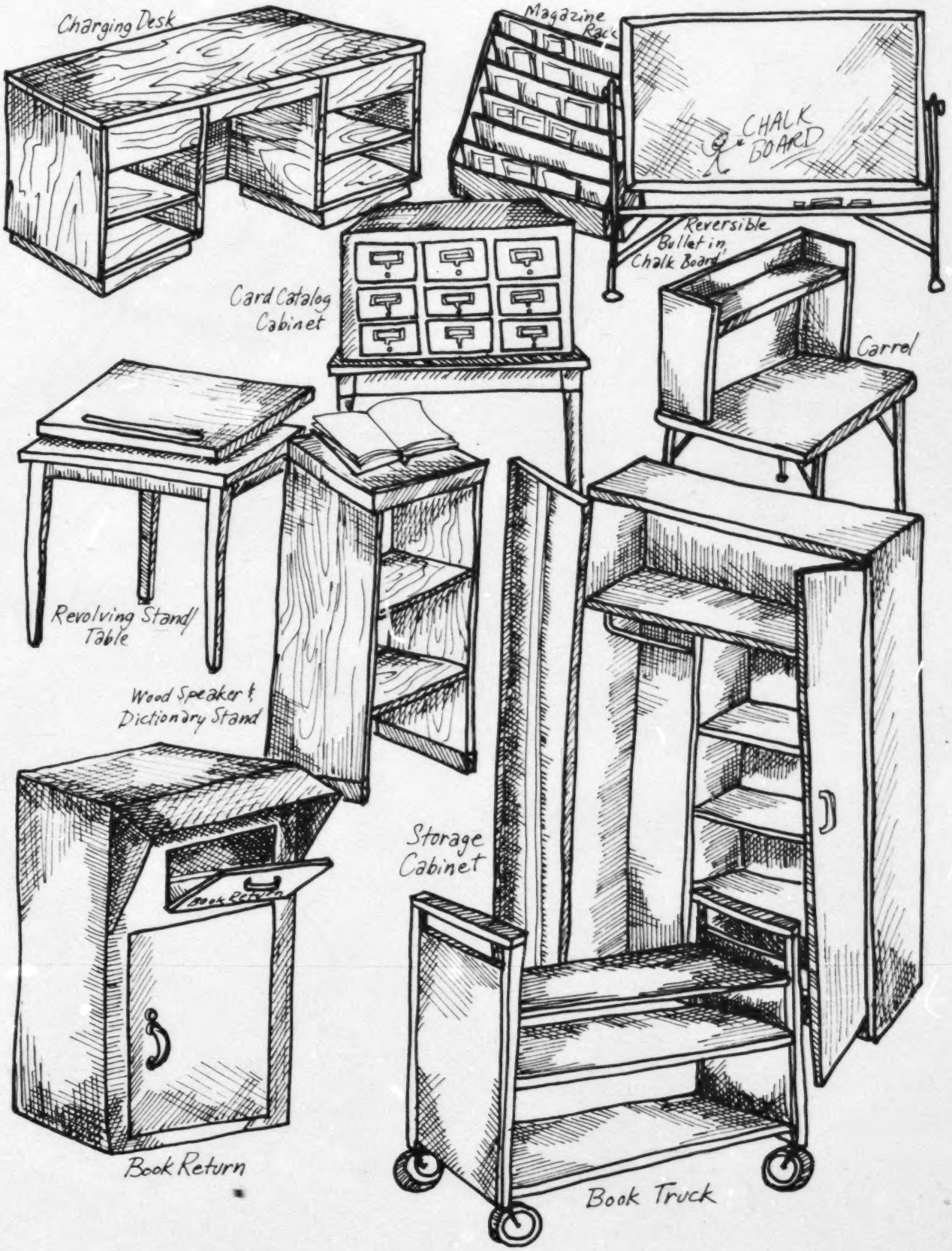
Legal and technical libraries, with large books, often need 14" between shelves, so have found 88¼" high steel shelving most efficient.

When ordering shelving from your library supplier, tell them your needs and they will be glad to advise you as to what will be most satisfactory for your particular situation.

2. Circulation desk
3. Reading tables and chairs
4. Card files (shelf and catalog). Drawers with pressure release guide rods are recommended, especially for the public catalog file, so cards cannot be easily mixed up or removed.
5. Date file (charging tray)
6. Supply cabinet or closet
7. Large work table or counter (for the librarian and staff to use in processing books and other work)
8. Adequate lighting for all these items
9. Book truck (if your library is carpeted, be sure to check with supply house for proper type of truck to run smoothly on a carpeted floor)
10. Bulletin board
11. Dictionary stand
12. Magazine and newspaper racks
13. Vertical file cabinet

Studying the catalog from your library supply house will show you many items which would make your library more functional. Need, finances and space will determine what you may wish to add to the above list.

If you need audio-visual equipment, you will find this in the library supply house catalog.


Charging Desk
Magazine Rack
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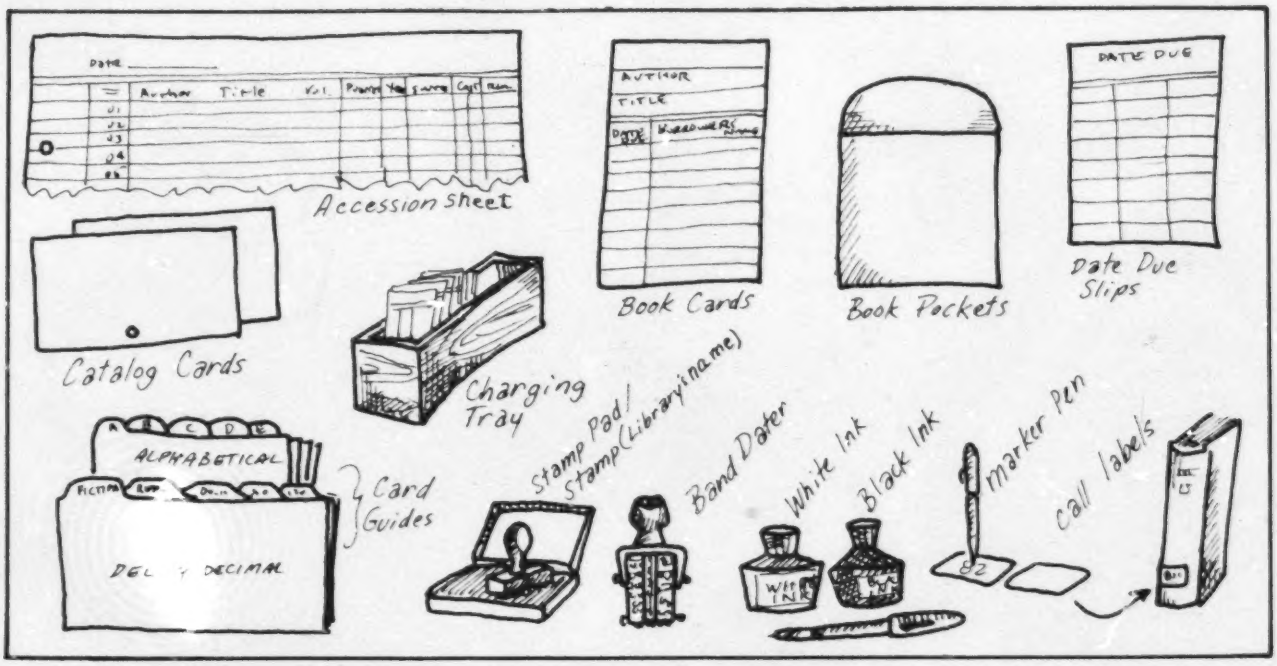
Card Catalog Cabinet
Carrel
Revolving Stand/ Table
Wood Speaker & Dictionary Stand
Storage Cabinet
Book Return
Book Truck



SUPPLIES FOR PROCESSING, PURCHASING. Below is a list of recommended supplies for all phases of library work. There are many other time and labor-saving supplies in your library supplier's catalog. Your needs and how your library is set up will determine which of the listed items you will find necessary. For instance, a law library will not likely use the Dewey Decimal cataloging system, so these guide cards would not be needed.

Order blanks are included in your supplier's catalog. Using these and filling them out completely and accurately, aids greatly in filling your order to your satisfaction without delay.

If possible, plan so that you can place orders at previously decided intervals, say every three or four months, rather than having to send in an order for small items every time you run out. There are usually discounts for larger orders, which you may be able to take advantage of by planning ahead.

1. General organization
   a. Accession book (Many libraries have abandoned the use of accession books, letting the shelf list suffice)
   b. Catalog cards—Librarian's shelf list and Public catalog cards
   c. Book cards, one for each book
   d. Book pockets, one for each book
   e. Date-due slip for each book (unless you use pocket which is imprinted with date-due form.)
   f. Alphabetical and Dewey Decimal card guides (there are insertable guides available for making your own index system)
   g. Rubber stamp of the library name
   h. Stamp pad
   i. Library mending paste and paste brush, or plastic glue for self applicator (or glue stick)
   j. Marking pens
   k. Black ink and white ink
   l. Call labels, if these are to be used.
   m. Plastic protective coating, bookote spray or brush type; or self-adhesive, see-through label protectors.
   n. Paper knife
   o. Scissors
   p. Typewriter •
   q. Plastic book covers (if you use these to protect your books)
2. Charging and lending system
   a. Borrowers' register
   b. Borrowers' cards
   c. Charging tray to hold 3 x 5 cards
   d. Days-of-month guide cards
   e. Guide cards—overdue, lost, AV, On-order, To order, etc.
   f. Band dater
3. Book Purchasing
   a. Multiple-copy order forms. A 3-part form is sufficient for most small libraries. The white copy is the book order slip; the yellow slip is for ordering printed catalog cards, if you follow this procedure; the third, on buff ledger stock, is punched. It is the library on-order card and some small libraries use this card as either a Work Card, or in some cases, the Shelf List Card.

PURCHASING BOOKS AND OTHER MEDIA FOR THE LIBRARY. Purchasing for the library is a continuing process. Using proper business methods is as important in a small library as in a large, perhaps more so, since the budget is usually small and every penny must count.

You will determine the essentials for the starting collection, and then it is wise to have a well-defined schedule for adding to this basic collection. To do this intelligently, you need to know two things—the amount of money that will probably be available, and the requirements of the library. The budget for book purchases should be set up at the beginning of the fiscal year, keeping in mind the things that make up a library's regular operating expenses.

The librarian may do the purchasing or she may merely prepare the order for a purchasing department. In any case, the librarian is usually the person who provides the information regarding the library's needs.

Whenever possible, books and A-V material should be ordered from one wholesaler or jobber; magazines from one subscription agency. Placing many small orders with individual publishers and producers is not economical. Volume buying procures better service and minimizes the paper work of multiple requisitions and accounts.

Some special reference books, government documents, and some types of periodicals and publications must be ordered directly from the publisher. This is especially true for such specialized libraries as law, medical and many technical libraries.

BOOKS. Of course, in a small community, you will no doubt receive donations of books from home libraries. You may ask for such donations for your fledgling library. However, eventually, you will have to do some weeding to avoid being merely the repository of all those books more appropriately referred to as discards, rather than donations.

There are a number of ways to expand your book collection beyond the books you are able to purchase. One of the services of your state library commission is to help promote and expand library service throughout the state. Their consultants will gladly give you information on ways you can add to your book collection. Some states provide a library extension service which lends books and materials to public libraries so that a certain number of books may be borrowed for a stated length of time and then returned to be replaced by others. In some states, monetary assistance is given for special projects.

An increasingly popular and satisfactory way for a library to increase its service to readers is to enter into an inter-library loan system. The Interim Standards for Small Public Libraries states that it is the duty for small public libraries to "connect the local reader with the total library resources of the region, state, and nation." To accomplish this desirable situation, there are a number of ways in which an informal inter-library loan arrangement may come into being. Usually it is the result of conferences between two or more librarians, and is worked out to benefit each library, supplementing and improving each library's holdings and service. Often the establishment of such an informal inter-library loan arrangement is only the first step toward the establishment of regional centers which will centralize many library operations, such as buying, processing, etc.

State library extension agencies usually have their own printed forms to be used for loaning books to small libraries. A standard American Library Association inter-library loan form is available from your library supplier to be used for informal loans between libraries.

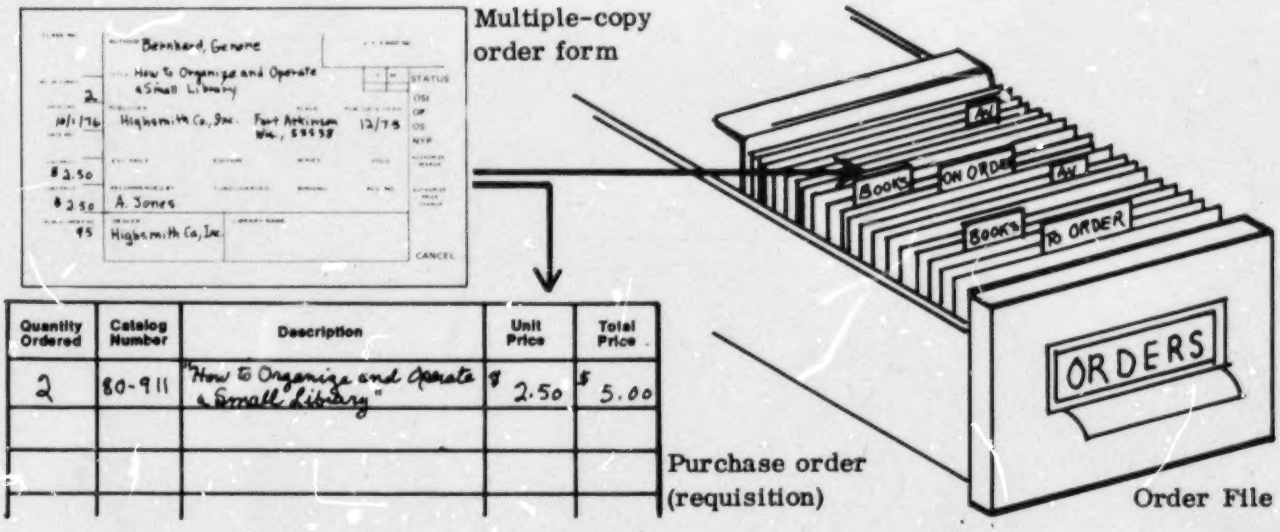
Specialized libraries usually have their own sources from which they get their books and other media, but these also can get help from inter-library loans. For instance, if there are several hospitals in the same city, they can exchange lists of books and periodicals in highly specialized fields and make them available to each other as needed.

Cooperation among libraries improves services in each, and most established libraries are very glad to help a new library get started.

COMMERCIALLY PRINTED CATALOG CARDS. For a number of reasons, you may decide to purchase commercially printed catalog cards. Such a decision does free the librarian from a time-consuming job, and you have experts doing the classifying for you so there is no doubt as to the proper category. If so, there are three possible sources for this service.

1. Ordering from a cooperating county or regional processing center. Many libraries have joined together so that the acquisitions and processing work (furnishing the catalog cards and physically preparing the books for use) may be done at one place—a county or regional processing center. Your state library commission can advise on the location of the nearest such center, or can offer help and advice in organizing one if needed. It is well worth looking into this possibility.
2. Ordering from a Jobber-Processor. Some companies offer much the same service on a commercial basis as the regional center. See Appendix B for names and addresses of such companies.
3. Ordering printed cards from a card source at the same time you order books from a jobber. Cards well suited to the smaller library are Wilson cards; those included in the Library Journal's Book Processing Kits (Lj); and the Alanar Book Cataloging and Processing Kits.

   The books for which cards are available are listed in the Checklist of Sets of Catalog Cards, published by the Wilson Company and supplemented periodically. Addresses of these companies will be found in Appendix B.



BOOK ORDERING PROCEDURE

1. During the interval between orders, make a note of books and other media requested by borrowers or that you believe should be in the library. You can use a simple notebook, but the most satisfactory method of keeping this record is to have an "ORDER FILE," a regular file drawer (without the rod), with guide cards to separate TO ORDER from ON ORDER. Then fill out the MULTIPLE-COPY ORDER FORMS for books and other media as you go along, filling in all the information, so they are ready for attaching to a future order, and file them in the TO ORDER file, alphabetically, by author for books, by title for A-V material.
2. When you are ready to place an order, pull the multiple copy forms from the file and make sure you have the essential information needed to describe your order.
3. Complete ordering information: date ordered, jobber, number of copies.
4. Total the amount of the order, including shipping charges.
5. Prepare requisition according to the governing body's business practices, including signature of authorized purchasing agent, be that the librarian, secretary-treasurer of library board, or whoever.
6. Detach first slips of the order form and arrange them according to the jobber's instructions. If you are ordering catalog cards, the second slips are detached also.
7. If you are ordering cards with the books, attach both slips to the requisition, and send to jobber. If you are ordering catalog cards separately, attach these to requisition for them.
8. If you process your own catalog cards, file this slip with the remaining buff card in the ON ORDER file, arranging them alphabetically in same order as in the TO ORDER file.

RECEIVING PROCEDURE

1. When the books or A-V materials are received, pull order slips from the ON ORDER file and place them with matching materials.
2. Check off materials received against the invoice, noting any errors in number, titles, billing, etc. Also check for any defects or imperfect copies.
3. Out of Stock (OS) items (back-orders and cancellations): OS slips remain in On Order file if the jobber is waiting for supply and will ship later. (This is called a "back-order.") If, however, the jobber advises to reorder at a later date (cancelled-please reorder), refile in To Order file, noting on the slip date of OS report (cancellation) and date (if any) jobber suggests for reorder.
4. Out of Print (OP) items: If this has been a request from some particular person, and it cannot be filled, send slip to this person with explanation, suggesting that a substitute work be selected, with a recommendation for a possible substitute, if you can.

CLOSING PROCEDURE

1. Notify jobber of any errors on the invoice and any incorrect titles or imperfect copies and request replacement.
2. AFTER all adjustments, if any, have been made, sign and date the original invoice and authorize payment.
3. Deduct the amount of the invoice from the balance in the library budget.
4. File copies of invoices by purchase order number in a vertical file holder or other specified filing place.

3

CLASSIFYING AND CATALOGING

Before you can open your library, the library's resources must be organized so that the users can locate what they seek as easily and quickly as possible. To accomplish this, materials are classified and grouped together according to subject or form.

Since books are by far the largest part of library service, detailed instructions for handling them will be given to begin with. Following these instructions, you will find an explanation of how the processing of other media resembles or differs from book processing.

The instructions apply to general library procedures. Differences between public libraries and others will be shown in each procedure.

Any rental books you receive from a state agency or large municipal library will already be processed, of course, but you will need to understand the system used for processing in order to work with these sources.

Therefore, before you begin the job of classification, you should have a working knowledge of the Dewey Decimal Classification System, which is the most commonly used method of organizing materials in all but the very large libraries, and is the one followed in this manual.

THE DEWEY DECIMAL SYSTEM. Many people approach a library with the preconceived idea that it is illogically arranged, unnecessarily confusing and impossible to ever learn to use. Especially are they confused by the numbering system. There is no need for this confusion. Anyone who can count can quickly learn the "secrets" of the Dewey Decimal Classification System.

An interesting comparison is offered by a school librarian to her students. She suggests that the system is very similar to the way a shoe clerk arranges his merchandise: by type of shoe (adult or child, men's or women's); by style of shoe (work, dress, athletic, sandal); and then by sizes available.

Mr. Dewey did the same thing. He was a librarian, himself, and knew how people looked for the books they wanted. He decided that books could be divided basically into two types: fiction, which were novels and stories created in the minds of their authors and not necessarily true; and non-fiction, which would encompass all the rest.

He decided that fiction books should simply be arranged on the shelves in alphabetical order by the author's last name. Not only could a book be found quickly just by knowing the name of the author and the alphabet, but all the books by one author could be found on the shelf next to each other.

All the rest, or non-fiction books, were a bit more challenging. People most often were looking for information concerning a certain subject rather than a particular book by a known author. He felt that the simplest and least confusing method of organizing these books would be to place them in ten basic subject categories to be represented by the numbers: 000, 100, 200, 300, 400, 500, 600, 700, 800, and 900. Each main category can be broken up into ten subclasses that include subjects related to the main class. Further division by ten of each subclass continues, each denoting a more specific aspect of the main class. Decimal numbers can expand this system indefinitely, but small libraries seldom go beyond one or two decimal points. The following example illustrates the process:

900 is the number for the broad category: History.
970 is one of its ten divisions: North American History.
973 is one of the ten subdivisions of N. American History: United States History.
977 is another of the subdivisions of N. American History: The North Central States.
977.5 is a subdivision of the North Central States: Wisconsin.

This classification system makes it possible for anyone interested in a particular subject, such as "Wisconsin" to find all books on that subject in one area, whatever the title of the book or the author's name. And this system, which Mr. Dewey developed way back in 1876, is flexible enough that it can easily be expanded to include the many new areas of knowledge which have been added since then. It is also used now to classify the other media in libraries, such as tapes, films, records, etc., which were not found in libraries (nor anywhere else, since they did not exist) in Mr. Dewey's time.

It is relatively simple to sort the books into the 10 main categories. It is not always quite so simple to break down these main classes into the various sub-divisions. In order to do this, determine the subject matter of the book by reading the title page, table of contents, preface or introduction, and sufficient of the subject matter to help in the final decision. Once you have determined the subject or field of the book, consult the Dewey classification table in Appendix A of this manual, which gives a list of the most frequently used numbers in a small library, and assign the book the number which covers that subject.

This number is then a part of the call number, which, with the first three letters (or first one or two letters, whichever you decide upon) of the main entry word, will be used on all catalog cards, shelf

list, and the book spines, to determine its place in the library.

There are several books which can be a great help to the librarian in classifying material. It would be well worth the investment of the small amount of money involved to procure these books along with the other basic requirements of the library. The addresses for the companies selling these books are given in Appendix B of this manual.

1. Dewey Decimal Classification and Relative Index, the latest abridged edition, by Melvil Dewey.
2. List of Subject Headings with Practical Suggestions for the Beginner in Subject Heading Work, by Minnie Earl Sears.
3. Commonsense Cataloging, by Esther J. Piercy.

OTHER CLASSIFICATION SYSTEMS. There are other systems for classifying books, the Library of Congress System (LC) and the International Standard Book Number, to name just two, which you will often see on the copyright page of a book. These numbers are sometimes used in the larger libraries.

However, there is no simple explanation of these systems, and to use the LC system, for instance, with numbers carried six or seven places beyond the decimal point, is awkward, unnecessary and actually confusing to a small library. The Dewey System is far simpler and easier to understand, easier for the librarian to work with, and easier for the public to use.

BOOKS ARE OPENED AND EXAMINED. The first step in organizing the book collection is to collect in one place (your work area) all those books which will be owned by the library. These may be new books or donated used books.

Donated books should be checked to make sure they are in good condition. Any books with missing pages or other major imperfections should be immediately discarded. Minor tears in pages can be repaired with transparent mending tape, available from your library supplier. Cloth book repair tape can mend and strengthen book covers. More complete instructions for book mending are given later in this manual.

New books will last much longer if properly opened before they are put into circulation.

To open the new book, hold the book upright with the back on a table or smooth surface. Let the front cover down, and then the back cover, holding the leaves—that is, the body of the book—with one hand.

Press down a few leaves at a time, first a section or two at the front, and then the same at the back, until the center of the volume is reached. Repeating this action a few times will insure a greater flexibility. Where cutting of pages is necessary, a paper knife should be used.

If there are imperfections in a newly purchased book, the dealer should be notified at once and the book returned. It is the usual practice of dealers to replace an imperfect book with a perfect copy.

ACCESSION BOOK. You may or may not want to use this method of listing the books in your collection. Up until recent years, the accession book was a **must** in library record keeping, but more and more libraries are discarding the accession book and using just the shelf list card (a file of cards kept in librarian's office for her own use. It contains the history of books from date of purchase to time of discard, and is in exact order as books are shelved, hence the name) as a record of the library's holdings.

The shelf list duplicates the information entered in the accession book, with the exception of the accession number, which is a sequential numbering of items in the accession book in the order in which they are received. This sequential numbering is no longer considered essential and to keep both records is to make unnecessary work for yourself.

However, if you like the book method of keeping track of what you have to start with and a continuing record of acquisitions, the accession book can be purchased from your library supply house.

It does have some advantages. It is a good business record and can be used in determining the value of the library's collection for insurance and other purposes.

Books or media supplied by state, county or neighboring municipal library sources on a temporary loan basis will not be listed in the accession book. You should, however, have a list of such additions from the source, so you can keep track of them, and they should be included in your insurance coverage.

Form and variety of entries are easily understood from the book's layout. The accession number assigned each book will be written in the book, usually on the title page, just above the name of the publisher. It would also appear on the shelf list card, under the call number (the group of numbers and letters assigned to the book or other media, which determines its location on the library shelves).

Audio-Visual material is also entered in the accession book, if you are using one. Merely enter medium designation (tape, film, etc.) in addition to other information.

SEPARATE AND SORT THE BOOKS. This manual will proceed now on the assumption that you are confronted with the task of processing a considerable number of books, which have been collected for a starting library. (If you also have A-V material, the method of handling these will follow the book-processing instructions.)

While you are handling the books in the opening and checking procedure, you can start to make some sort of order out of the original disorder by sorting and separating them according to type and classification. This will make it easier to go on to the next step of preparing the catalog cards for each book.

CLASSIFYING THE BOOKS. Classification of books consists of an order of arrangement of the books as they are to be placed on the shelves. This requires a plan so that the books will always be in the same general location in relation to other books, and so that any desired book may be found quickly. The plan most generally followed by small libraries is the Dewey Decimal classification system, so this is the system this manual will demonstrate.

Preparatory to the work of classifying, and even before making your first general separation of the books, study the list of Dewey classifications in the Appendix, and read the explanation of the system in the beginning of this chapter. If you have procured the Dewey Decimal Classification System book, have it at hand. However, for a very small library, the numbers given in this manual may be adequate.

Study the list and then sort the books into the following groups:

1. Adult from juvenile.
2. Adult books are then separated according to fiction or non-fiction.
3. Adult non-fiction is then sorted according to subject—the ten main classes and the subdivisions.
4. Adult fiction is arranged alphabetically according to author.
5. Juvenile books are sorted according to age groups—picture books and easy-reading books for pre-school children separated from those for juveniles.
6. Juvenile books are then separated according to fiction or non-fiction.
7. Juvenile non-fiction is then classified under the ten main classes in the Dewey Decimal System, and into the various subdivisions, the same as the adult non-fiction.
8. Reference material, such as dictionaries, encyclopedias, world globe, maps, atlases, are separated from all other materials. These usually remain in the library at all times and are not loaned out, though this is a decision each library must make. They are classified as non-fiction.

These divisions pertain to public libraries, school libraries, church libraries. Technical libraries, such as Legal, Medical and others within specialized areas may follow a different pattern of division, as explained in the chapters devoted to the special libraries.

GENERAL RULES FOR CLASSIFYING

1. Class a book first according to its subject, and secondarily by the form in which the subject is presented, except in generalia (000) and in pure literature (800) where form is the primary consideration.
2. In determining the subject, consider the dominant theme and the author's intentions.
3. When a book deals with two divisions of a subject, place it in the one which appears to be the most important; when a book seems to belong equally to two places in the classification, you will have to make a decision as to the one in which it is to go.
4. When more than two or three divisions of the subject are dealt with, place the book in the general heading which contains all or the majority of them.
5. When a subject arises for which there appears to be no class or subdivision, place it under the heading to which it seems to be most nearly allied.
6. Finally, place a book where you think it will be most useful to your patrons; and always be consistent.

To illustrate: A book simply titled "FISH." You would have to check its actual contents to determine if it belongs under the Science classification, #597 for Fish in the Dewey list; or under Useful Arts, #639, Fisheries; or in the Fine Arts category, #799, which is Fishing, Hunting, Shooting. Checking the book will give you information as to the writer's intention.

CATALOGING THE BOOKS. You have now sorted your books into the various categories. Make out a WORK CARD from the information in the Accession Book, the book itself, and the library's copy of the multiple copy order form. (This buff card from the order form CAN be used as the work card if the librarian wishes to fill in the added information necessary. This card can then be used as the Shelf List card if desired.) But it is really easier to make out a special work card.

WORK CARD. The WORK CARD should carry all the information necessary for making out all of the catalog cards and the shelf list. This information will include:

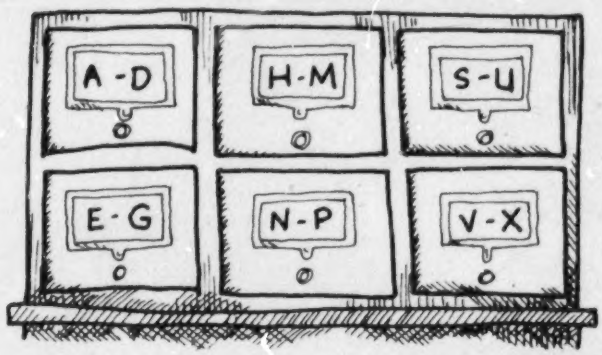
1. Call Number: Assigned Dewey Decimal number plus first (one, two or three) letters of filing word of main entry card in non-fiction (author for books, composer, artist or title for A-V material); just letters for fiction.
2. Author (books); Composer or Artist (A-V material)
3. Title
4. Publisher (books); Producer (A-V)
5. Place of publication (books) or production
6. Copyright date
7. Physical description (number of volumes if more than one; number of pages in book; for A-V, number of items, format, color, size, etc.
8. Subject entries for non-fiction books
9. Price, source of purchase and date of purchase or acquisition
10. For A-V material, the medium designation (film, slide, etc.)

CATALOG CARDS. Cataloging, in its simplest terms, is the making of an author-title-subject card index, kept in a public file in the main library room, for the use of the library patrons; and a shelf list card index, containing a complete history of the book, mainly for the librarian's use.

Classification, cataloging and physical preparation of books and other media are time-consuming activities, and it is possible to get card kits with the books you order and also for those you have acquired through donations, from companies listed in Appendix B.

However, there will always be some cards you will have to process yourself, even if you are fortunate enough to have card kits for most of the material.

Following, is a description of each type of card, what goes on each card, how it is filed, and the most generally prescribed order and spacing of entries on the cards:



PUBLIC CARD CATALOG. This public file contains the AUTHOR-TITLE-SUBJECT catalog cards for the use of the library patrons, to inform them where the books may be found on the shelves. The file is kept in the main room of the library, accessible to all. For this file, it is safer to use drawers with pressure release rods, so cards cannot be accidently (or deliberately) removed or mixed up.

The catalog cards are designed to answer the questions most frequently asked: Does the library have a book by a certain author? Is there a special title (author unknown) on the shelves? Or is there a book on the life of Thomas Edison in the library's collection of biographies? These questions can be answered by checking the catalog file, where author-title-subject cards are interfiled in alphabetical order, according to the top line on the card.

Some libraries use different colored cards to distinguish between types of information, but this is not essential because formats differ. Whether the reader identifies a book by author, title or subject, the card catalog will show if the library has the book and its location on the shelves.

EACH CARD CONTAINS:

1. Entry line—author, title or subject heading under which card is filed in catalog.
2. Call number—first letters of author's last name in books; composer, artist or title in A-V media; plus Dewey Decimal classification number for non-fiction books and A-V media. (Decide if you will use one, two or three letters of author's, composer's or artist's last name, and then be consistent. This manual suggests the first three letters so you distinguish between such names as STOne and STRange.)
3. Enough information to describe and identify the book or media for the borrower. For most books, this description may include no more information than author, title, publisher, date of copyright, place of publication (if known), number of pages, and number of volumes if book is part of a set. A-V material requires special information, which will be covered in section devoted to that media.

Each of the three kinds of catalog cards contains this same basic information, the main difference between them being merely in the positioning.

The AUTHOR card is the main entry card for books, with the Author's name (last name first) as the top line. The heading for each of the other two cards (title and subject) is merely added as the top line, above the information contained on the main entry card.

An additional bit of information may appear on the main entry card, which will NOT also appear on the other cards. This is a list of other headings under which this book may also be found in the catalog file. This is called "tracings" and they are listed on the main card in the set primarily so that when a book is withdrawn from the library's collection and discarded, all cards representing the book may also be identified and withdrawn from the card catalog. (Tracings also appear on shelf card.)

There is one EXCEPTION to the system of using the author's name as the main entry card, in non-fiction. This is in individual biography books. These are arranged alphabetically by the subject of the biography, rather than by author. Thus, the main entry card will be headed by the name of the person who is the subject of the biography, and the CALL NUMBER will consist of the first three letters of the last name of the subject of the biography rather than those of the author, plus the Dewey Decimal number 921.

For most A-V media, the main entry card will be headed by the title, with the exception of art work (artist's name) and recordings (composer's name).

AUTHOR CARD. For books, this is the MAIN ENTRY CARD and the first one made. Whether the book is fiction or non-fiction, the author's name is the top line on the card. The last name is given first, followed by the first and second names or initials. The first three letters of the author's last name are used in the call number.

Information is recorded on the catalog card in a prescribed order and spacing, so that the items are separated, their relative importance emphasized, and consistency in appearance is maintained.

Basically, this is accomplished by using different indentions, based on typewriter spacing. The suggested indentions are:

FIRST IDENTION, 10 spaces from edge of card.
SECOND INDENTION, 3 spaces in from 1st indention, or 13 spaces from edge of card.
THIRD INDENTION, 3 spaces in from 2nd indention, or 16 spaces from edge of card.

Information on the author card, and the proper position of this information is as follows:

AUTHOR'S NAME: Use 1st indention, on 4th line from top of card, last name first, capitalizing only beginning letter of each name.

TITLE OF BOOK: Use 2nd indention, on line below author's name, capitalizing only first main word of title (as if it were merely a sentence, i.e.: House plants in color). If title is too long to fit on one line, carry-over begins at 1st indention again, on next line.

IMPRINT: (Publisher and copyright date, place of publication if known) Begin 3 spaces after end of title, on same line as title. If too long to fit on this line, carry-over line begins at 1st indention again, on next line.

NUMBER OF PAGES AND VOLUME NO. (if part of a set): Begin at 2nd indention, same as title line, on line below imprint.

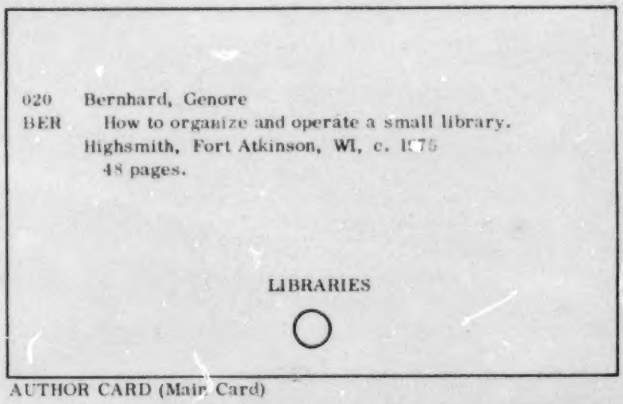
CALL NUMBER: Begin one space from edge of card, on 4th line from top, same line as author's name. Dewey Decimal number on this line, with first three letters of author's (or subject of book, in case of biography) last name directly below number, in case of non-fiction; in fiction, letters only make up the call number.

SYMBOLS: Symbols, such as: for juvenile (J); Easy Reading (E); Reference (R); oversize books (+); etc., are placed just above the call number, on 3rd line from top.

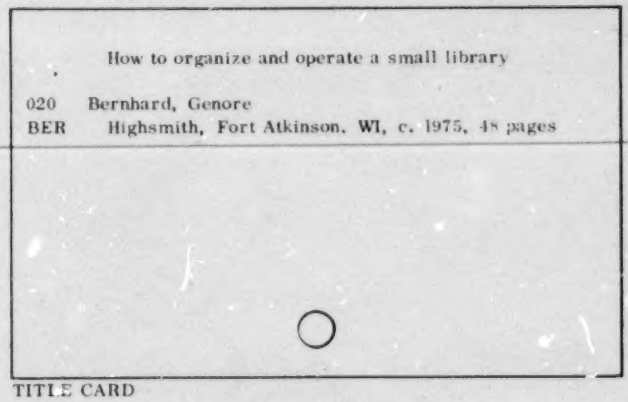
TRACINGS: This list of headings from other cards referring to this book, are placed at bottom of card, just above catalog card hole for guide rod.

TITLE CARD. On this, the second card representing a book, the same information goes in the same positions as on the AUTHOR CARD. You merely repeat the TITLE above the author's name, on 2nd line from top (so that if there is a carry-over, you can use 3rd line.) 2nd indention is used, same as in other spot on card, and any carry-over begins at 3rd indention. Capitalize ONLY first main word of title, same as in other spot.

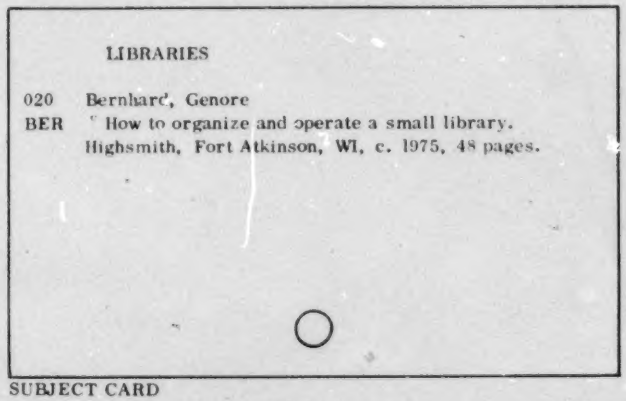
Tracings are not listed on title card.


020 Bernhard, Genore
BER How to organize and operate a small library.
Highsmith, Fort Atkinson, WI, c. 1975
48 pages.
LIBRARIES

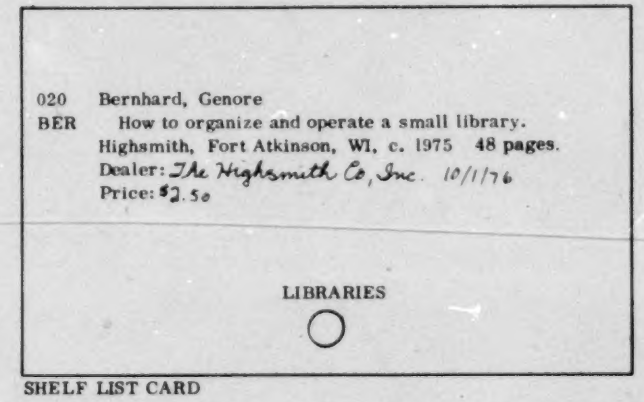
AUTHOR CARD (Main Card)



TITLE CARD


LIBRARIES
020 Bernhard, Genore
BER How to organize and operate a small library.
Highsmith, Fort Atkinson, WI, c. 1975, 48 pages.

SUBJECT CARD


020 Bernhard, Genore
BER How to organize and operate a small library.
Highsmith, Fort Atkinson, WI, c. 1975 48 pages.
Dealer: The Highsmith Co, Inc. 10/1/76
Price: $2.50
LIBRARIES

SHELF LIST CARD

SUBJECT CARD. This card follows same pattern as the TITLE card, except it is the subject which the book covers that occupies the top line (2nd line from top). Begin at **2nd indention.** Carry-over (if any) begins at **3rd indention.** CAPITALIZE ALL LETTERS OF THIS SUBJECT HEADING.

This subject heading **does not** appear on the TITLE CARD and **only** as a TRACING on the AUTHOR CARD.

There may be more than one subject card for a book. For instance, a book "Raising Bees for Profit" might have subject cards with headings: BEES; HONEY; BEEKEEPING.

Subject cards are mostly made up for non-fiction, but you may wish to make some for fiction as well. For instance, readers sometimes look for a book of fiction dealing with a particular area of interest, such as a football story or a pirate story. This is particularly true of young people, so quite often subject cards are made up for fiction in school libraries.

These three types of cards: AUTHOR, TITLE and SUBJECT, will be interfiled in the public catalog file, alphabetically by the main word of the top line of the card.

SHELF LIST. This is a file of cards representing the library's holdings. This file is primarily for the librarian's use and is kept in a safe place, usually in the librarian's office, or behind the circulation desk if there is no separate office.

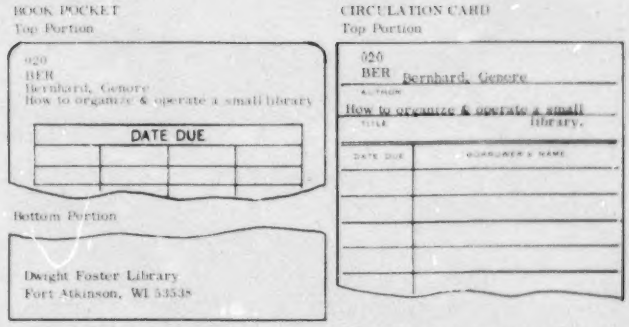
On these cards, the history of each item in the library is recorded, from the time of acquisition to discarding. The original information is usually typed, same as the catalog cards, but subsequent information such as: added copies, replacements, rebinding, etc. may be written in.

All of the information contained on the main entry card is placed on the shelf list, in the same position as the main entry card. To this information is added, below the other entries:

1. List price of book (if donated, list book as "gift")
2. Name of wholesaler or dealer from whom book was purchased, and date of purchase.
3. For A-V material, the medium designation (film, slide, record, etc., and any descriptive information pertinent (number of pieces, etc.) (Tracings are noted on shelf list same as main entry catalog card.)

The arrangement of the shelf list in the file is the same as that of the items in the library: fiction, alphabetically by author; non-fiction, numerically by classification, then alphabetically by top line on card.

Juveniles, Easy Reading, and Reference material cards are filed separately behind their own guide cards just as they are shelved in their own spots in the library.



CIRCULATION CARD, BOOK POCKET AND DATE DUE SLIP. The last step before beginning the physical processing of the books is to type the circulation card and book pocket.

Unless the book pocket already has the library name and address printed on it, this is typed or stamped with the rubber stamp, on the lower portion of the pocket.

The information on the top of the pocket and the upper portion of the circulation card is identical, so that returned materials can be quickly checked and recarded for reshelving.

Spacing on the card and pocket is usually a matter of local practice, but it should be consistent for all materials. Usually the call number is placed in the upper left corner, any symbol, such as (J) above the call number. If there is more than one copy of the book, indicate this below the call number. Accession number, if you have one, is placed in the upper right corner.

For books: The AUTHOR is centered on line just below call number, last name first. For most A-V material, the TITLE is the main entry and would be used on the circulation card, followed by the producer.

For books, TITLE is centered under AUTHOR. For A-V material, number and type of materials is entered just above the ruled portion of card.

You can now get extra long pockets with the date due slip imprinted on them. This eliminates the need for the separate slip to be pasted on the page opposite pocket. Gummed inserts can be purchased from your supplier to paste over the date due space on pocket after it has been filled.

REFERENCE MATERIAL THAT IS NOT LOANED does not get a circulation card or pocket.

Some media that a library may circulate, such as cassettes, film, etc., do not lend themselves to pockets. For these, cards are prepared and kept in a general file, or an A-V file at the librarian's desk.

When you have the full set of cards and the pocket typed for a book, lay the set in the front of the book and put them aside for the physical processing, on a book truck, or stack them on table where the work is to be done. It is more efficient to do the physical processing with groups of books than one at a time.

4

PHYSICAL PROCESSING OF THE BOOKS

The physical processing of the books consists of three essential manual operations, and one that is optional: pasting in the book pocket and date due slip; placing the mark of ownership on the book; marking the spine of the book with a call number; and, if desired, covering the book with a plastic book jacket cover.

BOOK POCKET. Most libraries paste book pockets on the front fly leaf of a book, whether it be hard back or paper back. This location makes it possible to check out books without turning them over. It also provides a firm backing to support the pressure of a date stamp on the book pocket, if you use the long pocket with the date due form on the pocket.

You can get self-adhesive or pre-gummed pockets, or for ungummed pockets, attach by applying only a few dots of paste or glue along edge of pocket. A new glue stick (like a lipstick) has proved very satisfactory for this operation with the ungummed pockets. In places with high humidity, either the self-adhesive or ungummed pockets are recommended.

If a separate date due slip is being used, paste it at the top only (glue stick is excellent for this) on the page opposite pocket. These also come gummed or ungummed.

MARK OF OWNERSHIP. The name of the library and the address should be placed in or on the book; the only hard and fast rule is that you be consistent in your marking.

Many libraries now place the ownership mark along the top edge of the book with a narrow rubber stamp. It can also be marked on the front edge of the book the same way. This is a legible, quick method and it provides a mark which can be seen easily and which cannot easily be erased or torn out.

Another suggested location for the ownership mark is the title page. If you have an embosser or perforator for the name, the title page is preferred for this type of marking. Some libraries also have an arbitrarily selected "secret page," such as page 25, where they place the mark of ownership. Some also mark important maps and illustrations within the book. This, it has been decided by most librarians, is an unnecessary task, not worth the time it takes. But this is entirely up to the individual librarian.

For items other than books, the mark of ownership is often placed on labels to be applied to the object. These can be procured from your library supply company.

CALL NUMBER IDENTIFICATION. The call number and letters on the left margin of the catalog card locates the material in the library. This call number is also placed on the material itself to indicate where it should be placed on the library shelves.

The call number may be written directly on the spine of the book, approximately 1½" above bottom of book, or it can be typed or written on pressure sensitive book labels and applied to the book. Position and type of application should be uniform so call number will appear even and uniform on the shelf, and is more easily read.

If you are placing the number directly on the book, there are a number of ways of doing it. You can use a wide marking pen, using black ink on light books, white ink on dark books. Or, a very popular method, for legibility and permanency, is the electric pencil (stylus) and transfer paper.

On very narrow books, where horizontal positioning is not possible, place the numbers and letters so they read from top to bottom, in a vertical position.

Identifying symbols, such as (J), (E), or (R), are placed just above the call number or in the middle of the spine of those books requiring them.

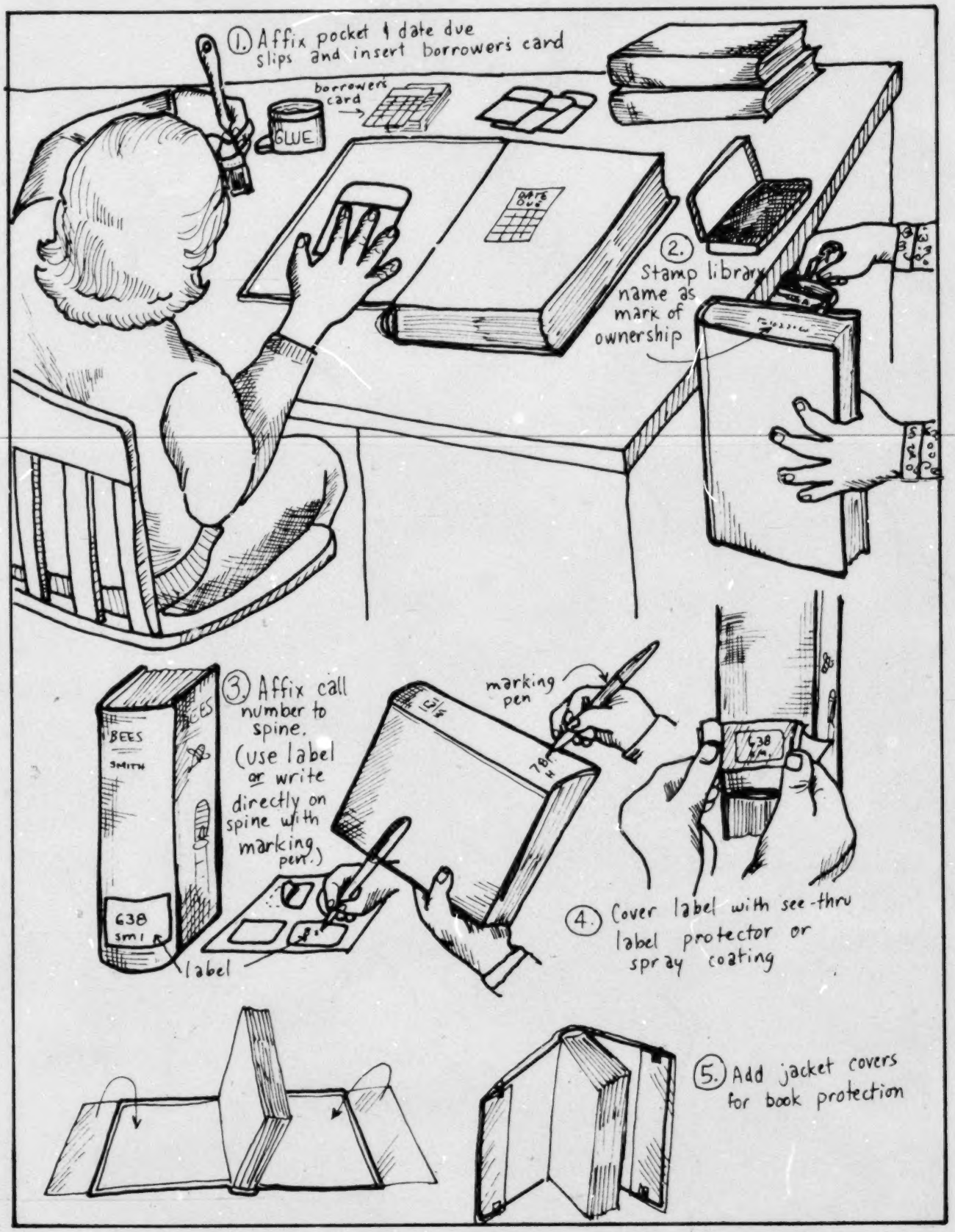
PROTECTIVE COATING. After marking the spine of the book, protect the label or marking with plastic "see-thru" protector, or apply a bookote plastic spray coating over the call number for permanency. If you are spraying the coating, place books on a rack or book truck, then when you have a lineup of books, spray the group.

When this coating is dried (this takes very little time with most of these special book coatings), these jacketless books are ready for shelving. Lay the catalog and shelf cards aside, ready for filing.

PLASTIC BOOK JACKET COVERS. There are many different styles of book jacket covers on the market today. They are recommended for protection of at least your more valuable and most popular books, if you can afford their cost.

There are adjustable types, which are best suited for the small library, as these cut down on the need to carry a number of different sizes. You will find these listed in your supply catalog, and instructions for their use are usually included with whatever type you order.

These plastic covers allow you to use the colorful book jackets and increases the attractiveness of the book.


1. Affix pocket & date due slips and insert borrowers card
borrowers card
GLUE
2. Stamp library name as mark of ownership
3. Affix call number to spine. (use label or write directly on spine with marking pen.)
BEES
SMITH
638
SM1
label
marking pen
4. Cover label with see-thru label protector or spray coating
5. Add jacket covers for book protection

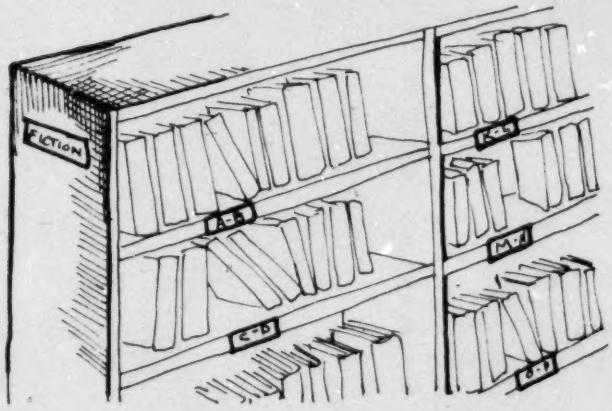
5

SHELVING THE BOOKS

Books are shelved in call number order, adult fiction in one section; adult non-fiction in another section; juvenile, in another. Easy reading books on lowest shelves, juvenile above, if all these non-adult books are in same area.

Fiction is shelved alphabetically by last name of author; non-fiction, numerically by the Dewey Decimal Classification, and then alphabetically by author's last name within each numerical group. (Exception to author's name in non-fiction is the biography, which is alphabetically under subject's name, just as in shelf list.)

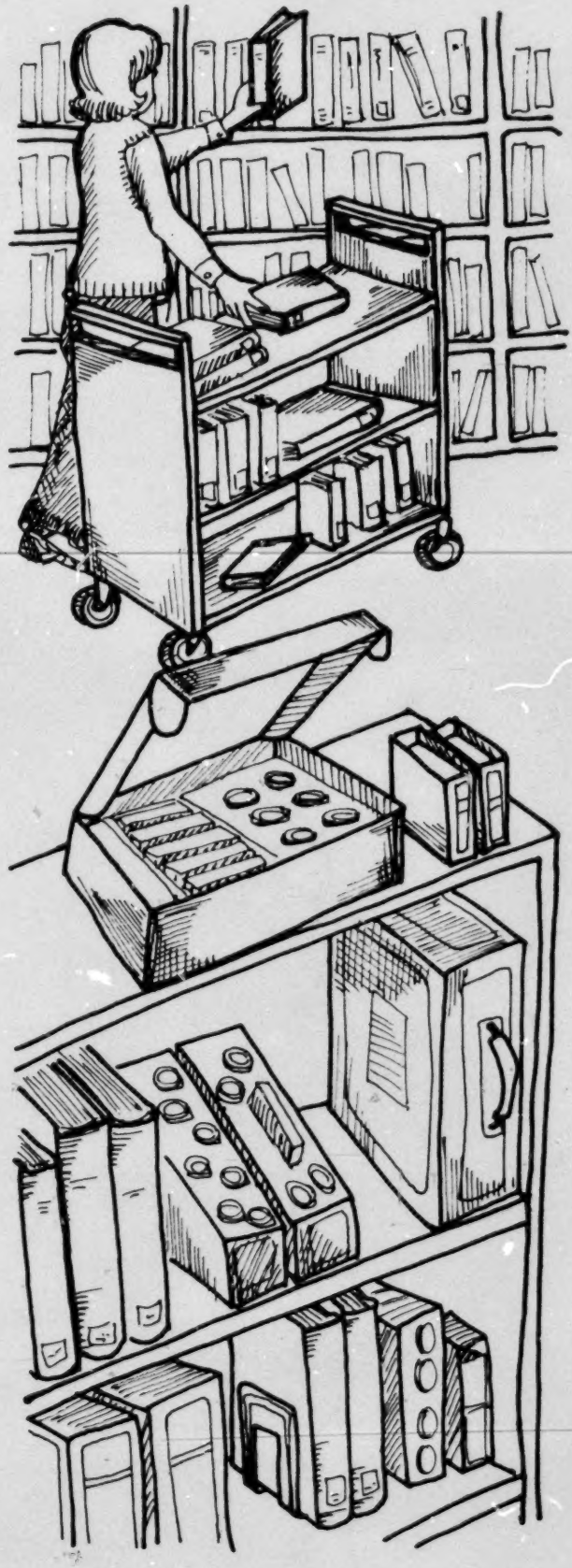
In some libraries, Audio-Visual material is intershelved with the books, but most small libraries find it more satisfactory to have a separate spot for such media.



SECTION AND SHELF LABELS. Whether you have just a few shelves of books or a large selection of books and other media, it helps both the borrower and the librarian to have labels showing where the various categories are located. It will save time for everyone. You can purchase these labels from your supply company or you can make them yourself.

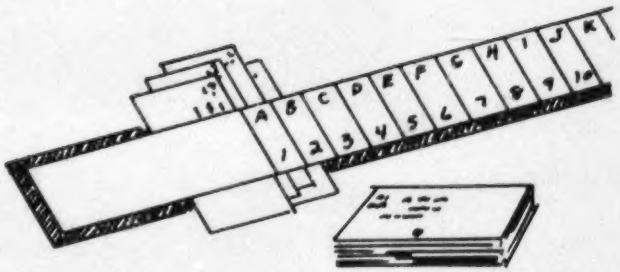
For instance, you would label the adult fiction section with the label "FICTION," the reference section, "REFERENCE." In the juvenile section label the fiction section and add the appropriate symbol, "J" or "E."

Non-fiction shelf or section labels can include the Dewey classification number along with the category: 200 RELIGION; 800 LITERATURE. This helps borrowers become familiar with the Dewey system of numbering.



6

FILING CATALOG AND SHELF LIST CARDS

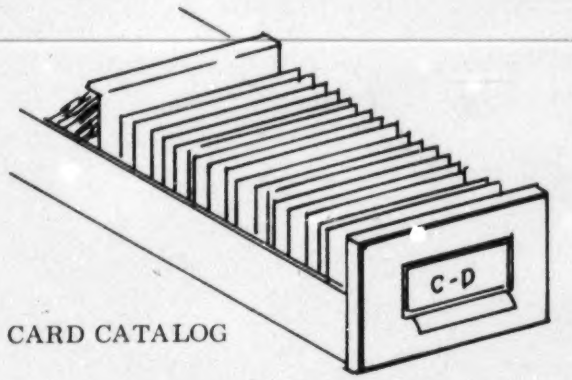


Sort catalog cards alphabetically. Sort shelf list cards (fiction) alphabetically by author's last name; (non-fiction and AV) by Dewey classification number and then alphabetically by main word of top line, within boundaries of each number.

As you finish the physical processing of the books, lay the catalog cards in one pile, the shelf list cards in another. Whether you shelve the books first or file the cards first is immaterial, since both jobs must be done before the books can be loaned. The cards must be filed in the public catalog without delay so the borrowers have up-to-date information on the resources of the library. The shelf list must be kept up-to-date for the librarian's use.

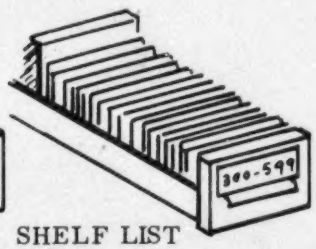
The SHELF LIST is arranged just as the books are shelved. A rule of thumb is that if they are separated on the shelves, they are separated in the shelf list. Fiction is arranged alphabetically by author's first name; non-fiction and A-V by Dewey classification number and then alphabetically by main word of top line, within boundaries of each number.

PUBLIC CATALOG CARDS are arranged alphabetically by entry on the top line, not separating non-fiction from fiction, interfiling author, title and subject cards all together.



CARD CATALOG

SHELF LIST
(fiction)



SHELF LIST
(non-fiction & AV)

FILING RULES:

1. File all cards by entry on top line, whether this be author or title or subject.
2. Arrange cards word by word, alphabetically by letter, to the end of each word.
3. Arrange initials (including acronyms) as one-letter words in their individual alphabetical places.
4. Arrange as if spelled in full: abbreviations, (except "Mrs.", which is filed as written); Mc, M', are filed as "Mac"; numbers, 1 as one, etc.; signs and symbols, $ as dollar, & as and, % as percent.
5. Disregard: all punctuation marks, including apostrophes, hypens, and brackets; initial articles, the, a, an, for instance—"The Ant" would be filed as if Ant were the beginning word; Honorary titles such as "Sir" and "Lord," as: "Sir Arthur Conan Doyle" would be filed in the "D's"; such words as "editor" or "composer," designating a person's relationship to the work, as: "Composer Liszt" would be filed in the "L's".

The easiest method of working your way through a pile of cards which you have to file, is to separate them into piles according to the letter they will be filed under (a low-cost card sorter will simplify this task), then take each letter and arrange them by the second letter, third letter, and so on until all are in order.

When you have completed the "A's", place them above the rod in the filing drawer. When all letters are in order in the drawer, pull out rod, drop cards down, reinsert rod and secure it.

Follow the same procedure for shelf list filing, using the Dewey numbers for the first sorting by classes, and then the letters for alphabetizing within each class.

7

PRINTED MATERIALS OTHER THAN BOOKS

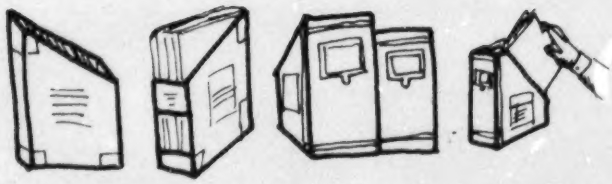
This category includes: newspapers, magazines (periodicals), pamphlets, clippings and flat graphics. Technical libraries, especially, rely heavily on the periodicals published in the particular field in which they are involved. These periodicals provide the most up-to-date information and are often bound into books or placed in shelf-files. These "volumes" can then be cataloged and treated as any other book.

NEWSPAPERS. There are various styles of racks available for displaying newspapers in a library, or they can simply be placed on special shelves reserved for them.

There is no cataloging involved with newspapers and no filing. Daily or weekly, they have their day, and then can be bundled up for the next paper drive. Items of any permanent value can be clipped and filed in a vertical file, or whatever filing system you use for clippings. Exception to this might be the local paper, which the library might keep a file on, if there is space.

PERIODICALS. There are also special racks for periodicals or they can be placed on special shelves or a reading table. Plastic binders, with the library's name on them, can prolong the life of periodicals. Otherwise merely stamp the library's name on cover.

If you lend periodicals, they are not cataloged, but you can use pockets and cards if you wish. Otherwise it is satisfactory to let borrowers register on a form attached to a clipboard at the circulation desk. Or, you can have a supply of blank cards at your desk on which to register borrowers, writing in the name of the borrower, item borrowed, and date due.



Many periodicals have articles of permanent value, so libraries may file such periodicals in shelf-files, which can be purchased from your library supply house, labeling them by periodical name and date of issues. This is especially the policy of technical libraries, which may or may not have them bound into books at a later date.

If there are enough periodicals involved to warrant it, the H. W. Wilson Company sells a Reader's Guide service which is an index to periodicals and gives information on the contents of many periodicals in detail. The service includes a monthly pamphlet, listing current periodicals and their contents, plus a yearbook covering the previous year. The price for this service is nominal and well worth it for schools as well as public libraries. National Geographic publishes a special guide for its back issues.

VERTICAL FILE. PAMPHLETS AND CLIPPINGS are usually filed in drawers of a file case called the "Vertical File." The drawers are labeled alphabetically, each drawer given an individual letter if you have a large filing of this kind of material, or "A to G," for instance, if your collection is small. The pamphlets and clippings are filed in manila envelopes or folders by subject matter. Subject cards can be made out for the catalog file, referring the borrower to the vertical file. Or, if a subject card is already in the catalog file on that particular subject, merely add: "See also vertical file." To sign out an item, use the clipboard or blank card method at the librarian's desk.

FLAT GRAPHICS encompasses maps, charts and pictures, unmounted and placed in folders or envelopes in a vertical file. They should have a Mark of Ownership on their border or back.

If your vertical filing system is small, these items can be filed in the same file with pamphlets and clippings, under appropriate labels. Or you can have a separate drawer especially for such special items.

Make out a General Subject Reference card for Vertical File materials if there is no subject card in catalog file on item. Place the subject heading at the top of the card, adding note, "Materials on this subject will be found in Vertical File." Place the "VF" symbol where the call number and symbol would otherwise be.

For checking these items out, the clipboard at the librarian's desk, or blank cards are most satisfactory. A visible index (strip type) will prove invaluable for keeping track of expiration dates, etc. of your various subscriptions.

8

AUDIO-VISUAL MATERIAL

A-V materials have become very important in libraries, especially school libraries. Libraries large enough to have a great number of these A-V materials are usually large enough to employ a trained librarian. This manual is not designed for this size library, as the trained librarian knows more about organizing and operating a library than can be placed in one book.

However, even the small beginning library may have a few such items, so here are the basic rules on how to handle what you may have.

Because A-V materials are not uniform in size, shape or usage, they are sometimes filed separately. However, A-V material can be shelved alongside books with the use of low-cost containers called "media files."

A-V catalog cards may be interfiled with all other cards or you may want to keep them in a separate file at the librarian's desk. Label this file: A-V IN FILE.

A-V materials include: disc recordings, tape recordings (reel-to-reel, cassette, cartridge), motion picture films (sound, silent, b & w or color), filmstrips, slides, transparencies, maps, globes, artwork, models, realia (specimens of real things, such as sea shells), games, puzzles, and microfilm.

CATALOGING A-V MATERIAL. The same number of cards and the same form of entries are made for A-V materials as for books, with the addition of special information required in the description of such items. Special A-V catalog cards are available from your library supply house, which simplifies A-V cataloging.

AUDIO-VISUAL MATERIAL
(INSTRUCTIONAL MATERIAL)

No. FILE NO.

☐ 16mm film ☐ Sound Filmstrip ☐ Video Tape ☐ AV Equipment
☐ 8mm film ☐ Phono. Record ☐ OH Proj. Transparency ☐
☐ 8mm film cart. ☐ Audio Tape (reel) ☐ 2" x 2" (sets) slides ☐
☐ Filmstrip ☐ Audio Cassette ☐ Microfilm ☐

TITLE:
CONTENT: DESCRIPTION

Author, artist or composer will be the main entry for Disc Recordings, Tape Recordings and Framed Pictures, IF one person is represented. Otherwise, main entry will be title as given on label. Title is followed by media designation (record, tape or artwork), whether it is main entry or on second line.

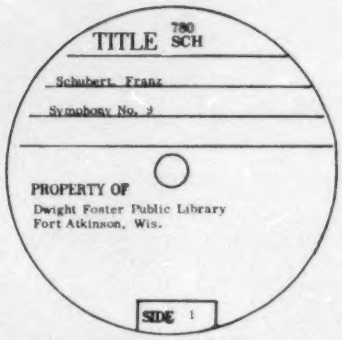
Title will be main entry for Motion Pictures, Filmstrips, Slides, Transparencies, Maps, Realia, Models, and Games, followed by media designation.

Imprint on A-V material will be Manufacturer, Producer, Record Co., whichever applies, with date (if known). Disc records will also have record serial number as: (RCA VCS7074).

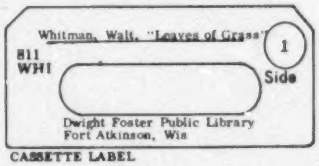
Physical description: A-V material requires more descriptive notes than do books because they are not easily opened and examined. The amount of information given on the catalog card will be determined by each librarian, but here are a few of the essential items for each type of media:

1. Disc Records: Number of sides; speed: 16, 33⅓, 45, or 78 rpm; mono or stereo.
2. Tape Recordings: Format—reel-to-reel (open), cassette or cartridge; speed: inches per second (ips)—for open reel only; length (given in minutes); tracks (when appropriate); mono or stereo.
3. Motion Pictures: Length (in minutes); sound or silent; b & w or color; Width—16 mm, 8 mm or super 8 mm; loop or reel.
4. Filmstrips: Number of frames; color or b & w.
5. Slides: Number in set; individual or carousel; color or b & w.
6. Transparency; color or b & w.
7. World Globe: size (diameter).
8. Relief Maps: size (length and width).
9. Realia: Number of pieces.
10. Models: size (length, width, height).
11. Games and Puzzles: Number of pieces.

Call Number: All A-V materials are filed by the Dewey Decimal system. The number, plus the first three letters of main entry, form the call number, with the Media designation just above the call number as: **Tape**
500
CLA



PHONO RECORD LABEL



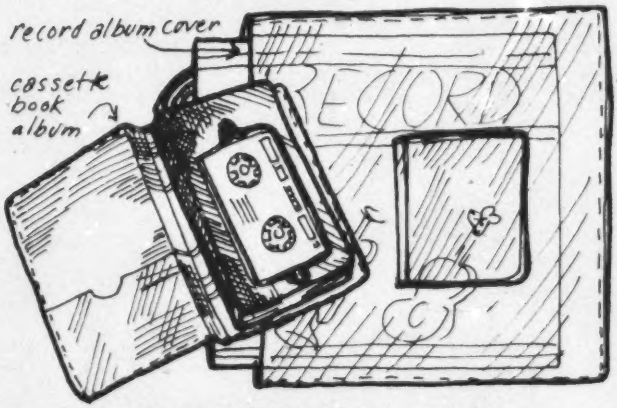
CASSETTE LABEL

PHYSICAL PROCESSING OF A-V MATERIAL. A-V materials should be marked with a Mark of Ownership and the Call Number, placed on the actual item. These two identifying marks should also be on whatever container they are filed in, be it box, can, envelope or folder. A marking pencil may be used, or self-sticking labels are handy for marking these items.

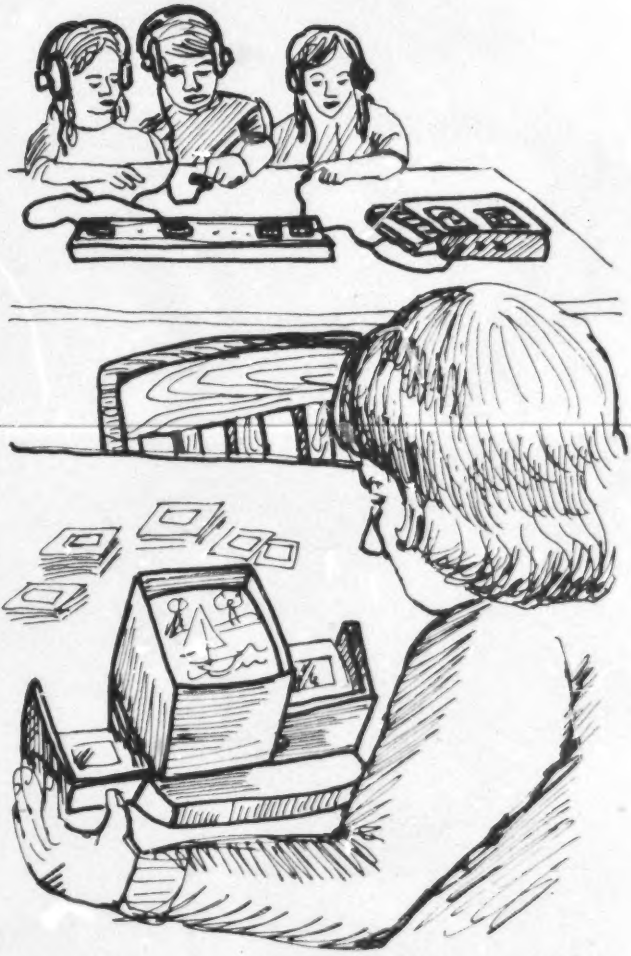
Slides should have the call number on the upper left corner, with a number on the upper right corner showing its place in sequence in the set.

Tapes, records, slides and film should be stored where they will not be subject to extremes in temperature or where there is dampness. All should be stored in upright position.

Globes, wall and relief maps are usually not loaned and are marked with an "R" to indicate that they are reference material and remain in the library along with encyclopedias and dictionaries.



CIRCULATION OF A-V MATERIAL. Pocket and borrower's card may be attached to any of these materials which are of a size and shape to accommodate them, and which are to be loaned. Or you can have blank cards or clipboard at the librarian's desk on which the name of the borrower, the item borrowed and the date due are written. The card, if used, is then placed in the "on loan" file with the regular cards.



AUDIO-VISUAL HARDWARE. Some libraries loan tape recorders, phonographs, movie projectors, slide projectors, screens, etc. Most, do not. These are expensive items and care should be taken that the person borrowing them knows how to care for and operate the machines.

It is very important that these machines have a Mark of Ownership on them, whether they are loaned or stay in the library. And preferably this Mark of Ownership should be engraved rather than merely made with a marking pencil, which is easily removed. Also, record the serial number of the item on your shelf list, or in your accession book. These two precautions will help in tracing items if they are ever lost or stolen. And make sure they are included in your insurance coverage.

A visual control board will help you keep track of A-V equipment and other special items that you may loan.

9

THE LENDING SYSTEM IS SET UP

The library's lending system shows what items are out, by whom they have been borrowed, and when they are due to be returned.

In a very small library, where the librarian knows everyone, you may simply register all borrowers in a Borrower's Book, listing name (last name first), address and date of application. Most libraries have application cards, which the borrower will fill out with this information and then sign. These cards usually include a printed agreement which the borrower pledges to abide by when he/she signs the card. One big advantage of using cards is that they can then be filed alphabetically.

Both the Borrower's Register and signature cards include a space for giving the borrower a number, which can then be used instead of the name when the borrower takes out a book.

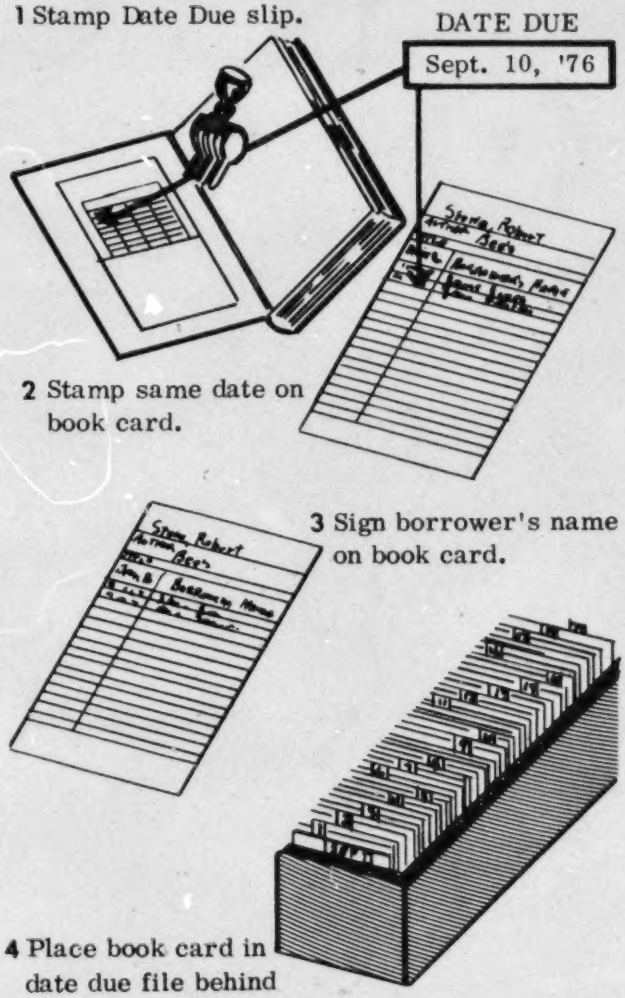
The borrower may then be presented with a small card on which the name (and number, if one has been assigned) has been written by the librarian, which identifies the registered borrower when he/she wishes to take out an item from the library.

Even in small libraries, the borrower's card is a good idea. Even though the librarian may know most of the borrowers by sight, if the library extends its services to those outside the area which supports it, and a small fee is charged those borrowers, the card identifies the borrower and includes the date on which the card expires.

CHECK-OUT PROCEDURE. Once registered, the borrower selects the book desired and brings it to the librarian, who removes the book card from the pocket and has the borrower sign it, or the librarian writes the number representing the borrower in the proper space. Date due is stamped on the card and on the date due slip in the book. The book card is then placed in the check-out file behind the date-due card guide.

The date-due file can have dividers for all twelve months or just two dividers, "This month" and "Next month"; 31 date dividers and one overdue divider.

If you use just the two dividers, "This month" will have behind it the date dividers from the current date through the end of the month. "Next month" will have the dates from the 1st, up to current date. For instance, on March 10th, the


1 Stamp Date Due slip.
DATE DUE
Sept. 10, '76
2 Stamp same date on book card.
3 Sign borrower's name on book card.
4 Place book card in date due file behind the date due.

order of the date file would be: "This month, 10 to 31"; "Next month, 1 to 9"; and "Overdue." Names of borrowers will be arranged alphabetically behind the date due. The date file will be brought up to date each day the library is open, and checked at least once a week for books that may be overdue, and overdue notices sent out if a book is overdue more than one week.

CHECK-IN PROCEDURE. When the borrower returns the book, check the date due stamped on the material. Pull the circulation card, which has been filed behind that date in the Check-out file. If the book is overdue, its card will be in that part of the file. If a fine is due, collect the amount due.

Re-insert the card in the pocket, or if it is A-V material, re-file the card in the A-V IN FILE.

Place the book on a book truck for re-shelving, or re-shelve it immediately. Borrowers should not re-shelve books because they are not familiar with the exact location of each item in the library.

10

RECORDS MUST BE KEPT

Books like these simplify the record-keeping task.

Accession Book page

As in every facet of life these days, records must be kept. You will need these records for your own information as well as for reports to whatever governing body you are responsible to. Public and school libraries probably have the most paper work to do, but church and technical libraries also need to keep records.

There are two kinds of records you will find necessary:

LIBRARY SERVICE. For those libraries which must report to state, county or federal agencies, it is helpful to have a copy of the form you will be expected to submit at the end of the year, so you can be sure all necessary information is being kept month by month. The information required will likely include some of the following items:

1. Number of volumes and other media at the beginning of current year.
2. Number of volumes and other media added during the year.
3. Number of items withdrawn during the year.
4. Total of each item at end of current year.
5. Number of borrowers at beginning of current year.
6. Number of new borrowers registered during the year.
7. Number of cancelled borrowers' cards during the year.
8. Total number of borrowers (divided as to adult and juvenile)
9. Number of books and other media circulated, this total broken down into categories of: adult and juvenile; each of these into fiction and non-fiction, books and A-V material.

In libraries that do not report to anyone except their immediate superiors, it is likely that the yearly report will consist mainly of items added and discarded, and possibly the number of users. Whatever information is required at year's end, the work will be simplified if daily, weekly and monthly records are kept.

RECEIPTS AND EXPENDITURES. Every library must account for money received and spent. The library board may not be terribly concerned if a volume of Shakespeare has been lost or if you can't tell them exactly how many books were circulated during the year, but they will be extremely concerned if you can't explain how the library's funds were spent.

The money received from all sources should be accounted for and recorded. This includes the money from your principle funding source, be that taxes or trust fund or whatever. It also includes any rental collections, donations, fines, etc.

Expenditures should also be carefully recorded. The form in which all these items are kept should be determined by the practice of whatever unit you operate under: village or town, church, school, or technical.

It is important to understand just what will be required at the end of the year and by whom. Keeping your records up to date will make the year-end report much simpler.

INVENTORY. It should not be necessary to take a full inventory every year. Some libraries divide this arduous task into sections, doing the juvenile one year, adult fiction the next, and adult non-fiction the third year, so that the days involved in any one year are at a minimum.

The purpose of taking inventory is:

1. To check the shelf list and the card catalog against the library collection, to see what, if any, materials are missing.
2. To provide statistics for required administrative reports.

It is not necessary to close the library or even the section being inventoried, though this is a matter for each library to decide. The inventory procedure consists of checking the shelf list cards against the library materials. The work proceeds more rapidly and efficiently if two people work together, one reading from the card file, the other checking the shelves. Check the borrower's file for any item missing. If the book is not out on loan and is simply missing, make the notation "book missing," and the date, on the shelf list, and file its card in "Lost" file.

If after a reasonable length of time, the missing item is not found, (most libraries keep these cards for a year), the shelf list card and all catalog cards pertaining to the missing item are discarded.

11

SIMPLE BOOK REPAIRING

As a general rule, book repairing in a small library is limited to very minor repairs. Valuable and irreplaceable books that require extensive repairs and/or rebinding should be sent to a bindery.

By quickly examining each book as it is returned, before replacing it on the shelf, you can often find small tears and mend them before the book is damaged beyond repair. Mending materials can be purchased from your library supplier, usually with instructions on their use.

Following are some illustrated examples of the most common mending procedures for books.

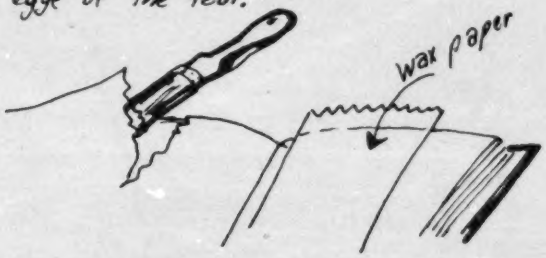
Audio-visual mending is more specialized than most small libraries are able to do, except for some obvious repairs such as a broken tape or a movie film which may require splicing. Special adhesive materials can be purchased for such repairs, with instructions for their use, from your library supply house.

Problem: TORN PAGE

Method 1: Recommended for rare or expensive books.

Materials: Booksaver® Glue; brush, wax paper.

1. Carefully apply Booksaver® Glue to one edge of the tear.



2. Turn the torn page onto the wax paper & accurately match the edges of the tear.
3. Place a second sheet of wax paper on top of the glued tear.
4. Close book & let dry under weights.

Problem: TORN PAGE

Method 2: for quick, easy & sturdy repair.

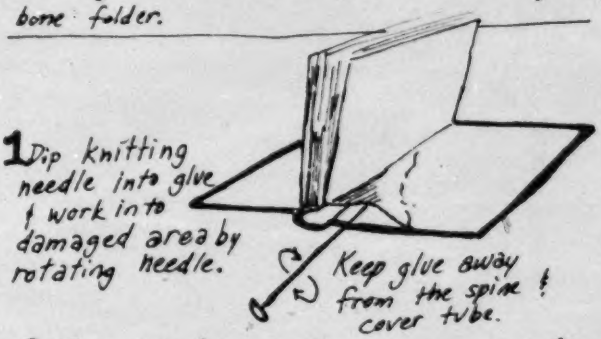
Materials: See-Thru Clear Tape, scissors.

1. Cut 2 pieces of tape 1" longer than tear.
2. Carefully tape over the tear on both sides of the page.

3. Trim the overlapping tape flush with the edge of the page.

Problem: LOOSE HINGE

Materials: Booksaver® Glue; wax paper; knitting needle or straighten coat hanger, bone folder.



1. Dip knitting needle into glue & work into damaged area by rotating needle. Keep glue away from the spine & cover tube.

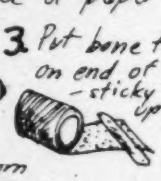
2. To prevent any excess glue from sticking to the end sheet, lay a piece of wax paper 4" longer than the book, in the inside cover.
3. Close the book & use a bone folder to crease hinge from the outside.

4. Place clean knitting needle into hinge groove and place under weights until the glue dries.

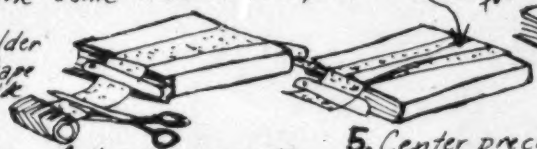
Problem: WORN SPINE

Materials: cloth tape (1½" wider than spine); scissors; ruler; 2 bone folders; pencil; paper.

1. Cut a piece of paper the same size as the spine.



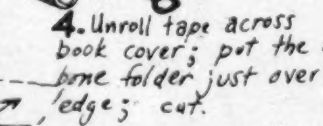
3. Put bone folder on end of tape - sticky side up.



This adds considerable strength to the spine & makes tucking tape into tube ends much easier & neater.

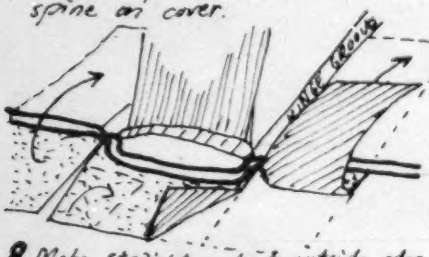
6. Place tape on cover ¾" from spine; press from center toward edges.

5. Center precut paper on tape.

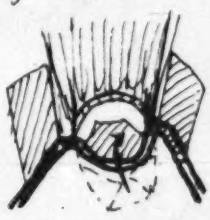


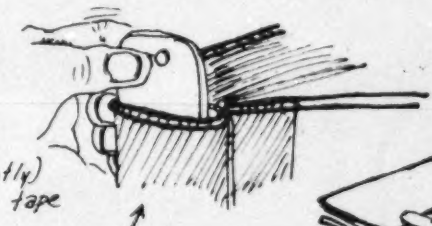
4. Unroll tape across book cover; put the other bone folder just over the edge; cut.

7. Wrap tightly over spine & press firmly onto back cover.



8. Make straight cuts to outside edge of hinge grooves; fold tabs into cover; fold over corners of center tab.





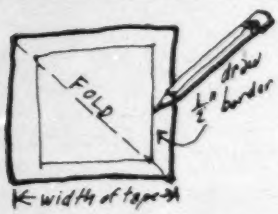
9. Pull cover backwards (gently) to open tube; tuck the tape tab into the tube.

10. Press it firmly into place with a bone folder.

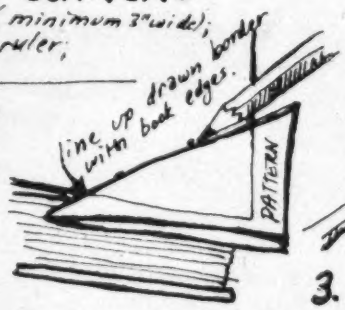
11. Burnish all tape surface thoroughly.

Problem: WORN CORNERS

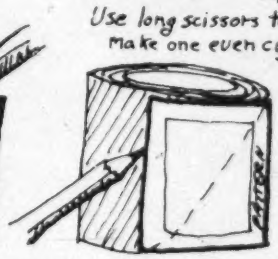
Materials: cloth tape (minimum 3" wide); paper; pencil; scissors; ruler; bone folder.



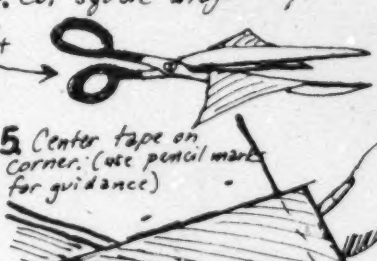
1. Make pattern square.



2. Use pattern to mark for tape position.



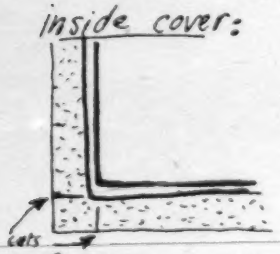
3. Use pattern to mark a square on the tape. (4 times)



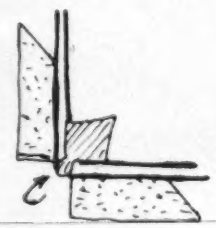
4. Cut square diagonally.

5. Center tape on corner. (use pencil mark for guidance)

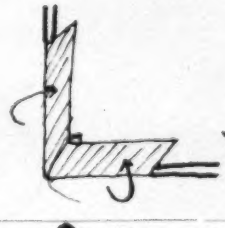
inside cover:



6. Make 2 cuts to within ⅛" of cover.

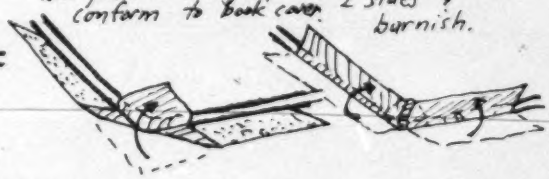


7. fold center tab in & press.



8. fold in 2 sides - burnish.

*optional method:



6. fold the triangle tip in and press it to tightly conform to book cover.

7. fold in the 2 sides & burnish.

9. Repeat procedure on all 4 corners.

* This is a neat professional corner, however, it lifts up where it overlaps - a new end sheet is usually added with this procedure.

30

12

PUBLICITY AND PROMOTION

When you are ready to open your doors to the public, do it with fanfare. Prepare a notice for the local paper, inviting the public to take advantage of their new library. Publish the opening date, hours and days it will be open, the services offered, the territory it will serve, the name of the librarian and any other staff member. Give thanks to those who have worked hard to make the library possible.

Have an Open House, serve tea and coffee, with Kool Aid for the small fry. Show off your wares. Be prepared to register those who will be using the library, and start lending books. This is the day you have been waiting for and working toward. You are in business.

HANDBOOK. If your budget will stand it, a small handbook could have been prepared to distribute at this grand opening. Even if you cannot afford, or the smallness of your beginning does not warrant a printed booklet, a neat mimeographed sheet is not expensive and would serve your purpose. It should contain:

1. Full identification of the Library—its name and type of library (church, public, etc.)
2. Location (address, plus any special directions needed).
3. Days and hours when library is open.
4. Territory served.
5. Name of librarian and any other personnel.
6. Library rules (including who is eligible to take out books, length of loan, renewal policy, fines, etc.).
7. Description or type of books you have. List the major encyclopedias and other reference works in your collection.
8. List any services offered besides books—magazines, newspapers, records, pictures; rotation of books from whatever source; ability to fill special requests from students or researchers; books for the blind; pre-school story hour, etc.

CONTINUAL PROMOTION. You have opened with a flourish. Do not now sit back and expect the library to grow or even operate successfully without further effort on anyone's part. Anything as free as a library still needs selling. If you have anyone able to prepare a column for the local newspaper on a weekly or even monthly basis, this is an excellent way to keep people informed about the library's services: new books, short book reviews, etc.

There are many ways of promoting the library—posters, book marks, contests for juvenile readers, etc. Keep the public informed and interested. The library belongs to them.

13

AN EXAMPLE OF SUCCESS

DEXTER, IOWA, A TOWN OF 650 population. The small town of Dexter, Iowa, population 650, has a library of 12,000 books, and is living proof of the advisability of following standard library procedures, no matter how small your beginning may be, and even though prospects of growth are slim.

This small town library was started in the depths of the Great Depression, when the townspeople raised $130.00 through a number of benefits, food sales and donations. It opened in the ante-room of a law office on the second floor of a building on Main Street. There were 310 books owned by the library and 200 books from the Iowa State Traveling Library. A member of the Iowa State Library Commission helped guide the formation of the library. The librarian was an unpaid volunteer, and the library was open two afternoons a week.

In 1936 the library became tax supported by the town and was reorganized under Iowa Library Laws. In 1939, through WPA funding, the Library Board contracted for a new building to be known as Library Hall, which included a community room with a modern kitchen and dining room. This room is available for social functions, dinners, reunions, etc., and has been a great asset to the community.

The library is open two afternoons a week, Wednesday and Saturday, and serves the immediate community and surrounding townships. These townships pay a flat fee, regardless of how many of its citizens use the library.

The library has been fortunate in having a former librarian in the community who, as a volunteer worker, has done all the purchasing and cataloging. Except for this professional assistance, the library is still operated by a non-professional staff, though the librarian has been paid a modest salary ever since the library's reorganization in 1936.

The library has no A-V material but it is possible to obtain these, as well as Braille Books and Talking Books, through the Iowa State Library Commission.

14

THE CHURCH LIBRARY

There are a number of reasons why a church may wish to start its own library, even though there may be a very good public library in the community.

Many special books are written to fill the needs and further the work of the different churches and synagogues, which may not be available in a public library. Denominational publishing houses furnish catalogs and lists of books for the asking, and from these you can find books especially designed to fill the needs of your particular congregation.

A list of such publishing houses may be secured —free—merely by writing to: Public Services Department, Vigo County Public Library, 222 North 7th St., Terre Haute, Indiana 47801, for "Religious Publishing Houses," a very helpful listing of religious publishers.

The various creeds and denominations have their own histories. A church library can provide information on the early history of its own church, the denomination to which it belongs, and comparative histories of all churches.

PURPOSES. Purposes of the church library will vary, but some of the ideal purposes would be:

1. To provide books on leadership and program planning for church workers.
2. To provide material for youth worship services, parties, projects and clubs; material for Church School and Vacation Bible School, such as craft and recreational helps; additional story and worship material.
3. Books to help church members understand their own faith, and to help them understand other cultures and religious beliefs.
4. Books of inspiration and books emphasizing moral and spiritual growth.

The size and content of the church library need be limited only by space available, budget allowance, and demand by the church members. The ideal situation, of course, is to have a special room for the library, but many a church library starts in a corner somewhere. Start where you can and let the library prove its value to the church, earning its right to special quarters when they become available.

GENERAL RULES APPLY. The general rules set forth for organizing and operating any small library can be applied to the church library with some alterations, obvious because of the church library's special purposes. Some of these differences have been pointed out in previous chapters, such as the forming of the library board from church membership rather than civic leaders.

HELP FOR THE CHURCH LIBRARIAN. Two valuable publications which can help the church librarian are: "Media: Library Services Journal," published quarterly by the Sunday School Board of the Southern Baptist Convention, 127 Ninth Avenue South, Nashville, Tennessee 37234; and "Church and Synagogue Libraries," the bimonthly official bulletin of The Church and Synagogue Library Assn., P.O. Box 1130, Bryn Mawr, Pa. 19010. Membership in this association is open to all interested persons, libraries and groups. In addition to the bulletin, the association does some publishing and holds an annual conference at which all church librarians are welcome.

CLASSIFICATION SYSTEM. One of the most important decisions the librarian must make is how to organize the materials in the library. The Dewey Decimal Classification System has the advantage of being the most commonly used system in all libraries, which means it is easier to find help in making the original organization. Many book selection aids and some book listings include Dewey numbers.

The greater portion of the books in a church library would likely come under the Dewey classification number 200, which is Religion. This means there will be a great many sub-divisions under this number. A list of these sub-divisions will be found in Appendix A.

OTHER CLASSIFYING SYSTEMS. Another system, using only broad categories, with no subdivisions might be quite satisfactory for the very small church library. In such a system, no two libraries would necessarily have the same classification system.

Each category could be given a number, and as books are added in categories not already in the library, the next number would be assigned. For instance:

1. Fiction
2. Biography
3. Missions
4. Education

This is merely a suggested beginning. Each library would develop its own designations. You could even have subdivisions, using the alphabet in combination with the number of the main category, as: 3a for an African Mission.

Another system has been developed by the Union Theological Seminary in New York, called the Union Theological Seminary Library Classification System.

This system uses the letters of the alphabet as the basis for designing each field of knowledge as it relates to religion. Four very broad areas cover the first major divisions:

1. The first seven letters of the alphabet cover philology and literature:
   - A. General encyclopedias, reference books, etc.
   - B. Languages, literature, including fiction.
   - C. Whole Bible.
   - D. Old Testament.
   - E. Apocryphal literature and Judaism.
   - F. New Testament.
   - G. Christian literature.
2. The next eight letters encompass history—general, church, doctrinal, missions, comparative religions:
   - H. General history.
   - I. General church history.
   - J. General history of doctrine.
   - K. General denominational history.
   - L. and M. History by country, both church and political.
   - N. Missions.
   - O. Comparative religion.
3. The next three letters cover systematic theology, including also the sciences, mathematics and philosophy:
   - P. Sciences, including psychology.
   - Q. Philosophy and ethics.
   - R. Systematic Christian theology.
4. The last eight letters include practical theology, including sociology, education, the church, its constitution, orders, and ministry.
   - S. Sociology.
   - T. Education.
   - U. Church: constitution, orders, ministry, law, worship.
   - V. Music and hymnology.
   - W. Practical church work.
   - X. Religious and moral life, devotional literature.
   - Y. Fine arts, practical arts, medicine.
   - Z. Polygraphy and miscellaneous special collections.

These main divisions are subdivided by adding a second letter to the first one. This means that each area can have as many as twenty-six subdivisions. If further divisions are needed, one or more numbers can be added to the double letters. For instance: F is New Testament; FK is the New Testament Gospels; FK5 is Matthew; FK58 is commentaries on Matthew.

Children's books are placed in the education section, with some grouped by subject and some by age level.

A copy of the complete schedule may be obtained by writing: Union Theological Seminary, Broadway at 120th St., New York, N.Y. 10027.

Whichever system of classification has been chosen, the classification number assigned to the given book becomes the first line of the call number. The first letters of the author's last name is the second line of the call number.

CHURCH PERIODICALS. Each denomination publishes magazines for its membership, and the church library should consider subscribing to as many of these as its budget will allow. In addition, there are several very good inter-denominational and non-denominational sources for periodicals that make contributions to spiritual knowledge and growth.

EXTRA SERVICES. Such extra services as a story hour for children, delivery of reading material to members of the congregation who are confined to their homes or nursing homes, assistance to Church School teachers and Bible School teachers, and many other special services can make the church library a valuable and indispensable part of the church.

PROMOTION. If possible, prepare a small handbook to be given each member of the congregation, explaining the purposes of the library, the services offered, the rules for borrowing and returning material, the hours it will be open, and types of materials in the library.

If there is a weekly church bulletin, reserve a small space in it to keep the members of the congregation aware of the library's existence and desire to serve, new books and periodicals.

Make the library a very real part of the church life.

EXAMPLE OF A CHURCH LIBRARY. An excellent church library is operated by the First United Methodist Church of Fort Atkinson, Wisconsin. This church has a membership of approximately 1,000 members and employs a full-time director of music and education.

The present room which houses the library was included in the building plans when a new addition was added to the church in 1961. Before that, the books occupied one corner of a room, as is quite often the way a church library gets its start.

There are approximately 1,200 books, mostly of a spiritual and inspirational nature, though there are some fiction books for adults and quite a number of children's books. There is a large selection of religious periodicals on a reading table in the room. There are also some records and a growing collection of filmstrips, shelved in shelf-files, which are used mostly by church school classes and other devotional groups.

One set of shelves is labeled "Teachers' Reserve," and on these shelves are folders, prepared by the director of education, containing material for each teacher of the church school. A looseleaf catalog of the records and filmstrips in the library has been made up by the director of education and each church school teacher has a copy of this.

The director of education does the purchasing for the library and takes care of the teaching resources in the library. The Dewey Decimal Classification System is used by this library and most of the books have been classified by the librarian of the Fort Atkinson High School system, who volunteered her professional services for this job. All others involved with the library are non-professional volunteers or draftees, including the acting librarian. A library committee, made up of church members, takes care of the details, such as checking the Check-out file weekly, and weeding out obsolete material every two years or so.

The library is open every day, but there is no librarian in attendance. Borrowers are instructed by a sign above the catalog file to sign their names to the book card and deposit it in the Check-out file. For magazines and records, the borrower signs his/her name on a slip attached to a clipboard on the reading table.

The library is extensively used by the teachers and leaders of the various departments of the church, Bible classes, youth groups, Senior Citizen groups, church school, and the Summer Day Camp. Many members of these groups also take advantage of the extra reading material provided by the library, though the adult readership is not so great as the church would like it to be.

To promote greater use of the library, the newer books are placed on a book truck, which is placed at the back of the church, so parishioners can see what is available.

This is a well-organized example of what a church library can contribute to a church.

15

THE CHURCH MUSIC LIBRARY

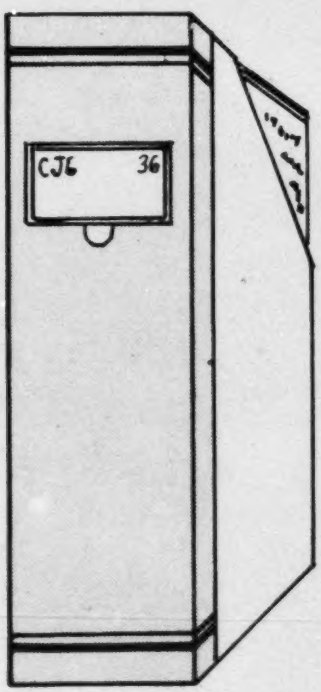
The music director of the First United Methodist Church of Fort Atkinson, Wisconsin has devised a very efficient system for the music in his department, which could be adapted to any musical organization.

The music is filed in shelf-files in a closet in the music room of the church. There are seven general headings:

1. Adult anthems are filed under "G" for General.
2. Lent music is filed under "L."
3. Christmas and Advent music is under "C."
4. Response music, under "R."
5. Oratorios and cantatas, under "O."
6. Three-part youth choir music, under "Y."
7. Two-part children's music, under "J."

This class number is placed in the upper left corner of the shelf-file followed by the 1st letter of the MAIN WORD OF THE TITLE.

The third part of this call number is simply the number showing the order in which this particular music was acquired. Thus, the Christmas music, "Joy to the World," would be filed under the call number, "CJ6," showing it was the 6th acquisition in the choir's repertoire.



In the upper right hand corner is the number of pieces of music in the file, 36 for instance.

Each copy of music carries the call number in the upper left corner, and then, in the upper right hand corner, each copy is given a number, one through 36, and each member of the choir has his/her assigned number.

Music is planned ahead and each member of the choir receives a folder with his/her own assigned number on the file and on each piece of music. This makes it easy to keep track of the music, since if a copy of music is missing, the missing number shows who has failed to replace it.

The music is cataloged under three different classifications:

1. By season: Advent, Christmas, Lent, etc., alphabetically by season and then alphabetically by title within the season.
2. By title; alphabetically by first main word of title.
3. By composer; alphabetically by last name of composer.

These catalog cards are filed in three catalog card files. This cross-indexing makes it possible to find music from whatever information the searcher may have about the piece desired.

The card refers the searcher to the file of music by the classification call number: GC1—General, "Come, Thou Almighty King," 1st acquisition. The card also carries any pertinent information, which would help identify or describe the music, such as: number of copies, number of parts, easy, difficult, etc.

It is a very simple and efficient system for a small music library—easy to understand and operate.

16

THE SCHOOL LIBRARY

In most states there is a great push to bring all public school libraries up to standards set by the various states and by the U.S. Dept. of Education, which includes centralizing the library facilities and hiring a trained librarian. This is an ideal situation but not one that can be achieved overnight. For many schools, the extent of a school library is a few reference and reading books in each classroom. But, just as the one-room country schools are being brought into the larger consolidated school system, these classroom libraries are slowly but surely being consolidated into centralized Learning Centers within the schools. As this is done, trained librarians are brought into the picture.

For schools where this transition has already been made, this manual can serve as a guide to assist teachers, librarian's assistants and volunteer helpers. For those schools which have not yet reached the point where the library is centralized and a trained librarian can be hired, but who still wish to create a better Learning Center for the students, this manual can help make the most out of the available materials and space.

School libraries are such an important part of the school's learning processes, that they are now often called Learning Centers, Resource Centers, Instructional Materials Centers (IMC) or Media Centers. And they are designed to be exactly that —Centers for the entire learning program of the school.

Even if you are starting from scratch, with very few books and very little space, it is especially important that a school library use standard library procedures, because this is one type of library that can be expected to expand rapidly, with all the emphasis on such service today.

FEDERAL PROGRAMS AFFECTING SCHOOL LEARNING CENTERS. There are many federal programs, both advisory and financial, to help the school library, or Learning Center, and each state has its own school library supervisor working out of the state education department. No school, public or private, need act alone and in the dark to establish or improve a library. The administrative head of the school usually knows where and how to get this help.

In this manual, it is not possible to go into detail about the many programs set up to assist the library, but a few of the most important federal programs should be mentioned.

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) TITLE II. Through this Act, the school may purchase books, paperbacks, periodicals, and A-V software materials. It also provides for full processing or kits.

The amount of money a district may get for these purchases is determined by the number of pupils in the district and by need for such assistance. All materials must be available to parochial and private school pupils. It is one hundred percent federally funded, no matching funds required.

The purpose of this program is to upgrade service in existing school libraries. This program is administered by the state department of education. Local school officials should check with the state agency to find out just how the program is administered in your area.

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) TITLE III. Another word for Title III is PACE—Projects to Advance Creativity in Education. Under this Act, grants are made to educational agencies for the development or establishment of model demonstration Learning Centers. Such centers are intended to speed up changes, demonstrate innovation, provide a better service than before, or supplement some existing program in guidance, counseling and testing.

NATIONAL DEFENSE EDUCATION ACT (NDEA) Title III. The 1964 NDEA provides that the federal government will pay half the cost of A-V equipment, and minor remodeling of library facilities. All schools are eligible for this allocation of funds.

PUBLIC LAW 93-380. The Education Amendments Law of 1974, now officially known as Public Law 93-380, affects virtually every aspect of education in the United States. TITLE IV of the new law deals with "consolidation" of a number of educational programs. In the library and learning resources area, three programs will be merged, beginning in 1976, if certain "triggering" conditions are met regarding appropriations. These programs are ESEA Title II and III, and Title III of NDEA.

What consolidation means in these areas is that instead of getting three separate allocation of funds for these three programs, a school will receive one combined allocation and can decide for itself how much money shall be applied in each area. It allows a school system to apply the entire allocation to only one of the Title areas if it feels a particular weakness is present.

At the time this manual is being compiled, the new law is merely the authorization for the consolidation. Its implementation awaits appropriation by congress of the funding money.

THE SCHOOL LIBRARIAN. There are very few differences in operating a school library than in a public one except that the library users are mainly children and young people, requiring a different emphasis on materials purchased.

You will not only set up the cataloging procedure but will be expected to teach the students, and often, the teachers as well, how to use the library resources.

You will find it extremely helpful to prepare a handbook for the students, explaining the library (or Instructional Materials Center or whatever your library may be called) to the students and teachers. Some of the information this handbook might contain would encompass the essential rules and the circulation procedures, and the materials available.

One such very well planned handbook was mimeographed on 8½ x 11 sheets of paper, stapled together. On the cover is the name of the library and the names of the librarian and library assistant. The following pages contain all the information the students need to use the library intelligently:

CAMBRIDGE, WISCONSIN, HIGH SCHOOL
INSTRUCTIONAL MATERIALS CENTER
STUDENT HANDBOOK AND RESEARCH GUIDE
Nancy Campbell, Librarian
Mrs. Simonsen, Library Assistant

1. The IMC as a place (2 pages)
   This includes the hours the IMC is open (8 a.m. to at least 4 p.m., with exceptions listed); rules about being quiet and the penalties for creating disturbances; other special rules.
2. Circulation procedures (2 pages)
   This includes procedures for borrowing books and other materials, instructing the students how to sign out their own material, listing each step in the procedure; what materials cannot be borrowed but are to be used in the IMC; explains Reserve Materials—those items reserved by a teacher for her class for a special assignment; rules for borrowing magazines, vertical file material, and A-V materials and hardware.
3. Games (1 page)
   What games are available in IMC and how and where and when they can be used.
4. Map of IMC (1 page)
   Showing layout of IMC and where everything is located.
5. The IMC as a Resource Center (2 pages)
   This is an explanation of the many resources available in the IMC; gives a simple explanation of Dewey Decimal Classification System.
6. Dewey Decimal Classification System (4 pages)
   This is a list of the Dewey Decimal numbers and the subjects they cover, enough so that the student can use the system by himself without constantly asking the librarian for help.
7. Card Catalog (6 pages)
   An explanation and illustrations of the catalog cards, author, title and subject; how they are filed and how the students can find what they are looking for by checking the catalog file.
8. Magazines and newspapers (2 pages)
   This lists the magazines and newspapers carried in the IMC.
9. Readers' Guide (4 pages)
   This explains how to use the Readers' Guide as an index to find information in the magazines.

This type of handbook not only aids the student in using the school library, its instruction enables him to use any public library with ease and confidence.

A FEW DIFFERENCES. Instead of a library board, the school librarian is responsible to the school administrator and the school board. The school administrator may take a leading part in the management of the library or merely act as advisor and consultant. In any case, the administrator must authorize purchases and OK major decisions.

In checking out books, students not only sign their names but also give the grade number or class they are in.

As mentioned before, there will be a greater demand for audio-visuals in an IMC than in a small public library. The librarian will need to understand the operation of A-V equipment.

Most of the mechanical processes of the library are the same as for any public library, but it is an integral part of the school system. The librarian who makes the library indispensable to students, teachers and the entire educational process, and creates an atmosphere where learning is a pleasure, contributes a great deal to the school the library serves.

17

THE LAW LIBRARY

INTRODUCING THE TECHNICAL LIBRARIES

The libraries set up by professional groups and businesses do not follow any set pattern. They are often started and operated by someone with another job, who is expected to organize the books and operate the library in his/her spare moments. This certainly is not an ideal situation, but many of these part-time librarians do a very creditable job and use imaginative and unique methods of installing and preserving order in a previously very disorganized operation.

Many technical libraries have their own methods of listing their collection, keeping a record of the cost, making purchases, housing the books and keeping track of them, but all have the same basic requirements. They all find it most satisfactory to have ONE PERSON responsible for the entire library procedure. This person should be chosen for a sense of responsibility; be capable of organizing; have some familiarity with making out requisitions, purchase orders, and other business processes; someone with a great deal of patience and love for orderliness and detail.

Rather than trying to lay down any hard and fast rules for organizing and operating such libraries, this manual offers three examples of libraries, in which the acting librarians have explained their own particular operations.

If you are faced with the task of organizing a technical library, see if you can find an organization similar to yours which already has a library and ask permission to visit it. Usually, librarians are more than happy to share their experiences with others about to join their ranks. You will find them cooperative, friendly and a wealth of practical information.

The State Law Library at the State Capitol and the Law School Library at the State University are both large enough to employ professional librarians. Individual lawyers have legal books in their offices but do not need anyone to keep them in order. So, the main law library of Jefferson County, Wisconsin, located in the Jefferson County Court House, was chosen as an example of a Law Library. This law library serves the judges, the District Attorney, all lawyers of the county, and the various offices of the county operating out of the court house.

LIBRARIAN. The Court Reporter of Branch #1 of the County Court was asked by the Judge of Branch #1 to take over the law library and create some kind of order out of what had been a rather haphazard library system. This man's experience, previous to his becoming court reporter, was in the purchasing department of a large manufacturing company. This experience has proved valuable in operating the law library.

The books he was to be responsible for, were scattered among a number of offices. Each judge had his own legal books. There were others in the Circuit Court Chambers, the District Attorney's office, and the various law offices in the building, as well as the larger collection in the room which was designated as the Law Library.

ACCESSION BOOK. The new librarian's first job was to make a list of all these books. To accomplish this, he prepared a sort of accession book, altered to fit the requirements of the type of books in a law office. He procured a simple three-ring, loose-leaf binder, typed in his own headings and ruled the pages to suit his own purpose.

The first half of the pages were white and on these he placed headings for each office, on the long side of 8½ x 11 sheets of paper:
OFFICE OF BRANCH I JUDGE, on the first group of sheets; BRANCH II JUDGE; CIRCUIT COURT JUDGE; OFFICE OF DISTRICT ATTORNEY; LAW LIBRARY; on succeeding groups of sheets.

Under these headings were columns, which were headed:

WORK	AUTHOR (if any)	PUBLISHER or SUPPLIER	VOLUMES	Approx. Cost Yearly
(name of work) NORTHWESTERN REPORTER (any pertinent description CONTINUING SERVICE POCKET PARTS ADVANCE SHEETS			1-133 (add or change when new ones issued)	$96.00

The second half of the book was made up of pink sheets. This portion was a form of cross reference to the first half of the book. Its pages were divided into three columns: PUBLISHER; COST; LOCATED (in what office or the Main Law Library).

This cross-referenced accession book enables the librarian to look up a particular book and discover either its cost or in which office it can be located.

There are several copies of some books, such as SHEPARD CITATIONS. The column under LOCATED will show that there were four volumes ordered: one set for the office of Branch #1 Judge, one set for the office of Branch #2 Judge, one set for the Circuit Court Chambers, and one set for the Law Library.

The second task, after listing the books and locating them, was to determine the value of the collection. The librarian wrote to each publisher and supplier, requesting current prices for the various items. Nobody knew the original cost, much less the current cost of replacing the books. Some of the very old, leather-bound law books are irreplaceable and it was impossible to place accurate cost figures on them. But he was able to get cost figures for the bulk of the collection and was able to complete the listing.

KEEPING THE LIBRARY UP-TO-DATE. Every reporting service sends out ADVANCE SHEETS, a report of court cases for a certain interval of time. These are in pamphlet form and are shelved in fiber-board shelf files, labeled with the name of the pamphlet and dates of the report. When enough pamphlets are accumulated, the reporting service adds another book, which is then added in the accession book.

Other books have pockets inside the back cover. When sheets with changes in the books are received, they must be placed in this pocket. When enough change sheets have accumulated, these books are often reprinted, incorporating the changes. Book #13 in a set of books will then become #13 and #13A, replacing original volume #13 in the set.

Some, such as code books, are loose-leaf. Sheets with changes are sent to the library and must be inserted in the book, replacing the corrected sheets, which are removed.

These are rather tedious and time-consuming duties for the librarian in charge of a law library, but unless these pamphlets and pages are placed where they belong, they are of no value to anyone.

PURCHASING FOR THE LAW LIBRARY. The librarian places his main order at the end of the year. He makes out a requisition based on requests and those items which are automatically on each year's list: a blanket order for keeping up all series of books, such as Wisconsin Reporter, and number of sets needed—for all five offices or just the main law library.

The requisition is then sent to the County Administrator, who does all the purchasing. The purchase orders are typed up for the various publishers and suppliers and returned to the librarian to be checked for accuracy.

The purchase orders are mailed out at the beginning of the new year. A list of the orders is kept and as each order is received, it is checked off with a note made of date received.

CHECKING OUT THE BOOKS. This is the one part of this small library's operation which is somewhat frustrating. The main law library is not staffed. The librarian is occupied by his duties as court reporter. A tablet lies on the reading table for the borrowers to sign, honor system, but "His Honor" does not always take time to place his signature on the tablet. Books do not disappear permanently, which speaks well of the honorable borrowers, but they do often turn up in offices other than where they belong.

FILES AND SHELVES. There is no catalog file on the books. The books are mostly in numbered sets or in sequence by year published, so they are easily shelved and found by anyone who can count. The pamphlets are filed by dates, in the shelf files, in consecutive order. There seems no real necessity to super-impose an artificial system over the legal system.

Adjustable steel shelving is used to house the books. There is a reading table and several chairs, and this is adequate for this type of library.

18

THE BUSINESS FIRM LIBRARY

The library of a large utility company is the second example of a technical library. This library is housed in one corner of the company's filing section. The corner where the library is located was made into a room by placing steel single-face adjustable shelving with solid backs to form two walls, with an opening at the corner for entrance.

LIBRARIAN. The senior file clerk serves as librarian, and though the librarian has her main duties to perform in the filing department, she is close by and available when needed in the library. The library was established before she was drafted for the job, so she did not have the task of organizing the collection, but had to familiarize herself with the system designed by her predecessor.

CONTENTS OF LIBRARY. Besides the single-face shelving which forms the two outer walls and line the two inside walls, there are several islands of double-face shelving in the library, a reading table with chairs and the librarian's desk. The lighting is adequate and this "created" room makes a very satisfactory library.

There are about one thousand books in the library, plus periodicals which are shelved in fibre-board shelf files, labeled with type of material and the notation "1 year," "2 year," or "indefinitely," indicating length of time material is to be kept on the shelf.

There are two types of books: Reference books, which remain in the library at all times; and Technical books, which may be borrowed for a period of one month.

CATALOGING SYSTEM. The cataloging system in this library is not a standard one, but had been established by the person who originally organized the book collection, and it serves the purpose adequately. The books are arranged in categories represented by letters of the alphabet, as: A for all books on Accounting, B for books on Business, etc. Not all letters represent categories beginning with the same letter as they do, but the books are shelved in alphabetical order according to category, and arranged alphabetically within each category according to title.

Cards representing the books are filed in one catalog drawer, divided into three sections. The first section is arranged alphabetically by title. The second section is arranged alphabetically by category, and alphabetically by title under each letter—just as they appear on the shelves.

The third section is a record of books in other departments of the firm, which serves the dual purpose of making available books from one department to another, and eliminates the duplication of purchases. This third section is arranged alphabetically by title.

All three cards carry full information on the book: category, title, author, publisher, and department in which it is located.

To take out a book, the borrower signs his or her name on the back of the card stamped with date due. This card is then placed in the front of the file case; thus one drawer serves as a shelf list, catalog and lending file.

PURCHASING. The librarian makes out the requisition for purchasing books and periodicals, and sends it to the purchasing department. When the order is received, she marks the item with the Mark of Ownership, adds it to the card file, places the Call Number on the spine of the book (Category letter only) adds it to the card file, and if it has been requested by another department, charges it out permanently to that department. Periodicals come to the library and the librarian routes them to the various departments.

OTHER SERVICES. The Employee Training Supervisor operates a programmed instructional course through the library. A series of pamphlets, put out by The National Society for Professional Engineers, is kept in the library. Anyone from any of the branches of the utility company can request the pamphlet covering the subject he is interested in and it will be mailed to the person for a specified length of time. These pamphlets occupy a few shelves in one corner of the library.

19

THE MEDICAL LIBRARY

This third example of a technical library is in a large general hospital in a metropolitan area. It is large enough to have a trained librarian, so the organization of this library is according to standard library procedures. But a medical library differs in its requirements from a public one.

This librarian did not start the original library but she did have the arduous task of supervising the moving of the entire operation from one floor of the hospital to another. The librarian is without staff except on occasion, when she has a student volunteer from the University.

ROOM AND FURNISHINGS. When a new addition was added to the hospital, the former X-ray room was remodeled to house the library. The librarian assisted in planning the layout of the new quarters, so it is a very well planned library, utilizing the space available to the best advantage. She has a small room for her office, equipped with desk, shelves, filing cabinets and a work table. There is a small adjoining Audio-Visual room. The main room contains adjustable steel shelving, both single-face against the walls and several islands of double-face shelving, and a large shelving area for periodicals and newspapers. There are two long reading tables, chairs and several study carrels.

In addition to the library, there is a storage area for back issues of periodicals and other material which must be saved but would crowd the library.

CLASSIFICATION SYSTEM. Instead of the Dewey Decimal Classification system, this library is organized under the Library of Congress (LC) system. Many publishers now give complete cataloging information, using the LC numbering system, in the front of books, and especially is this true of medical books. The Library of Congress prepares sets of catalog cards for all these books. This librarian avails herself of this service, purchasing catalog cards directly from the Library of Congress, eliminating the time-consuming task of preparing them, using a special printed order form furnished by the Library of Congress.

Some medical libraries use the National Library of Medicine classification system. It is a matter of choice when setting up the library. But it takes a professionally trained librarian to understand and operate either of these systems.

SHELVING AND CATALOGING OF MATERIAL. Medical journals are a very important part of a medical library. As they accumulate, they are moved from the periodical rack and filed in shelf files, and eventually bound into books. They are kept on the active shelves in the library ten to fifteen years, then moved into a store room.

Medical journals are shelved by alphabetical title of magazine, in consecutive order by year and month of publication. A book, Cumulative Index Medicus, gives an index to all medical journals.

Books are shelved and cataloged according to the Library of Congress classification system. The shelf list is kept in the librarian's office, the catalog file is in the main library room.

In addition to the shelf list of all books and other material in this library, there is a list of books, periodicals and A-V material located in other hospitals in the area. All hospitals have such a list and there is an active inter-loan program among them, so that specialized material is available to all hospitals in the area.

PURCHASING. This particular library is directly under the Administration Department of the hospital. All requisitions for new material are prepared by the librarian, approved by Administration Department, and purchased by the Purchasing Department. Many hospital libraries operate out of the Medical Records Department.

OUTSIDE ASSISTANCE. The librarian has availed herself of the assistance offered by the Division for Library Services of the State Department of Public Instruction, including the loan of a magnetic board for planning the remodeling and furnishing of the present library facilities. She confirms the fact that this agency can give invaluable assistance to any library, whether it is just struggling to get started, or needs help later on.

She was also assisted by the University of Wisconsin Medical Library. If you live in a city with a Medical School, this is a valuable source for advice and assistance.

20

THE SMALL HISTORICAL MUSEUM OR LOCAL HISTORICAL SOCIETY

Museums and libraries are similar in that both contain collections which must be classified, cataloged, labeled and displayed so that the public can use or enjoy them.

A museum differs from a library in that it contains more objects and artifacts than books, so a different system of classifying and cataloging is necessary.

Books can still best be classified under the Dewey Decimal System, just as in a small public library. But, for the main contents of the small historical museum that depends mostly on non-professional workers to process and catalog its collection, a very satisfactory simplified system has been developed by William J. Schereck, Supervisor of the Office of Local History of the State Historical Society of Wisconsin.

This system has been used by the Hoard Historical Museum of Fort Atkinson, Wisconsin, which demonstrates how well this system can be adapted to even larger museums.

HOARD HISTORICAL MUSEUM. The Hoard Historical Museum was started in 1933 in a basement room of the Dwight Foster Public Library in Fort Atkinson, Wis. In 1956, when the museum had outgrown its library facilities, members of the Hoard family in Fort Atkinson, donated the family's historic 12-room house to the city to be utilized as a museum. The city accepted the gift and maintains the building. The Fort Atkinson Historical Society of over 500 members operates the museum and hires a curator.

In 1969 a large meeting room was added to the original house, where many local groups gather for meetings and programs. There is a large reference library, containing over 3,000 volumes, magazines, clippings, manuscripts and diaries.

Priceless artifacts are mostly in glass cases. Each room focuses on one area of historical interest: Civil War Room; Indian Room; Bird Room; Dolls and Toys; etc. One large room is used for changing displays, collections loaned for a brief time, and during this bi-centennial time, this room is displaying items on this theme.

The museum is open Tuesdays through Saturdays from 9:30 a.m. to 3:30 p.m. Also the first Sunday of each month from 1 to 5 p.m. Tours and special meetings are arranged by appointment.

SIMPLIFIED SYSTEM FOR STARTING OR IMPROVING SMALL HISTORICAL MUSEUM. Mr. Schereck devised this system primarily for those museums that depend upon volunteer workers or an untrained staff to organize and process their collections. It is a simplified system that can be adapted to books, manuscripts, photographs, and artifacts alike. It takes care of the very small starting museum and allows for growth as the museum expands. It can be altered by any local society to fit its own unique set of circumstances.

THE CATALOG NUMBER. Cataloging is the process of recording and marking objects in the collections so they may be quickly located and identified. The process involves affixing an identifying number to an object and entering the same number on all records pertaining to the object.

First, in this simplified system, the object will be classified within four major categories or sections:

L — Library material: Books, newspapers, magazines and other printed material.
A — Artifacts (museum objects): Furniture, clothing, tools, utensils, art objects, etc.
M — Manuscripts and Documents: Letters, diaries, business and personal records, maps, etc.
P — Photographic material: Photographs, prints, portraits, paintings, drawings, etc.

Sorting the collection into these categories provides the first element of the catalog number. The first letter of the main word in the classification becomes the symbol for the classification: L, A, M, or P.

As the first element of the catalog number shows the classification, the second element shows the chronological order in which the item, or group of items, was received. It consists of the abbreviated form of the year in which the collection was received, and the order of its receipt. Thus, the 3rd Artifact received in the year 1963 would be marked A63-3.

The third element of the catalog number shows the number of pieces or items in a given collection. If there were three items in the Artifact mentioned in the preceding paragraph, the records for this artifact would read: A63-3-3. The individual items involved would be individually marked: A63-3-1; A63-3-2; and A63-3-3. If the third part of the artifact is in two parts, these two parts (as perhaps a sugar bowl with lid) would be marked: A63-3-3a and A63-3-3b.

BASIC RECORDS. The basic records required in the simplified system are accession sheets (to be filled out in duplicate at the time a collection is accepted); the accession journals (one for each category); a donor file (containing cards listing donors and their contributions, filed alphabetically by last name of donor) and the catalog or subject file (one for each category, filed alphabetically by name of object the card refers to).

ACCESSION SHEETS. Accession sheets are filled out at the time a collection is accepted on behalf of the historical society. They are the first and basic record on each collection. The person receiving the collection should enter as much information on the sheets as the donor is able to give. The sheets should not be separated from the collection until it has been entered in the accessions journals and the cataloging completed.

The accession sheet is always made out in duplicate and is signed by both the receiver and the donor, thus it serves as a receipt as well as a source of information necessary for filling in the accessions journals, marking the items, and making out catalog cards. Any conditions regarding the collection are listed above the donor's signature, otherwise "NONE" is entered in this space.

(Accession Number) (Donor's Name)

ACCESSIONING RECORD and CERTIFICATE OF GIFT to the
ANYTOWN HISTORICAL SOCIETY

I hereby give to the Anytown Historical Society the property described on this sheet as an unrestricted gift, offered without unlimiting conditions, or in compliance with the following conditions: _____

Name of donor _____ Donor's signature _____
Donor's address _____ Date _____

Collector's signature _____

Accession Number	Subject title of objects	Information (Description of object, its history, use, condition, etc.)

(Accession Number)

(Donor's Name)

Accession Sheet

The illustration of the accession sheet is self explanatory. The three columns for information regarding the collection fill the bottom half of the 8½ x 11 sheet and are continued on the back of the sheet. The accession number space at the top of sheet and the first column are left blank at the time the collection is received. Accession (catalog) numbers are filled in at the time the collection is entered in the accessions journal.

When the collection is recorded in the journal, the number assigned to each item is entered in the first column of the accession sheet opposite the title of the item. The number assigned to the last item in the collection is the accession (or catalog) number for the collection and should be written in the upper left corner of the accession sheet.

If any contribution consists of items in more than one classification, a separate sheet for each classification is made out.

ACCESSIONS JOURNALS. Accessions journals are the source of catalog numbers. The complete entry for each collection will include the accession number, name of donor, date the collection was received, subject or identifying title of each object in the collection and any necessary description. The quantity element in the accession number shows the total number of items, with particular numbers for each item recorded as sub-entries in the description column.

Use two facing pages (of an 8½ x 11 notebook, for example) of the accessions journal for the entries. Place Accession Number, Donor, Address and Date on the left hand page; Descriptions and the check-off columns on the right hand page. The check-off columns headed (M) for Marked; (C) for Catalog cards made out; and (D) for Donor cards made out, are checked as each task is completed.

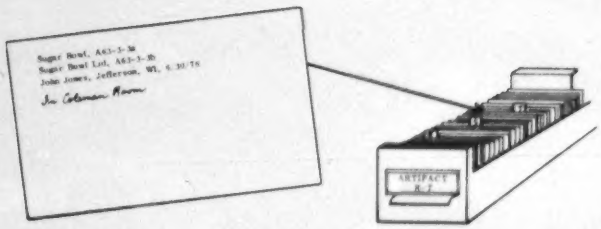
Accession Number	Donor	Address	Date	Description	M C D

Accession Journal

A new page is started at the beginning of each year. If 75 collections of Artifacts are received in 1975, the last entry would be A75-75. The first collection received in 1976 would be marked A76-1, on a new page in the Artifacts journal.

The title of each journal should be plainly stamped or written on its cover, as: ARTIFACTS ACCESSIONS JOURNAL.

SUBJECT TITLES. The most difficult part of any cataloging system is to establish uniform titles. This can be done by setting up a checklist of subject titles on 3 x 5" cards. As new titles are added to the collection, they may be filed in their proper alphabetical order. It is suggested that a Sears Roebuck catalog index provides a good starting point for establishing the checklist.



CATALOG CARDS. A separate catalog card file should be kept for each of the four classifications of material, just as four accession journals are kept.

Each card will contain the title of the object, the catalog number of the object and all its parts, a complete description of the object, name of donor, and the location of the object in the museum. The location should be penciled in, because objects may be moved from time to time.

4 x 6″ cards are recommended for the Artifact, Manuscript, and Photograph files to accommodate the amount of information these historical items often require. The back of the card is often used for additional information.

BOOK CATALOG CARDS. It is recommended that the historical museum use the same kind of cataloging system as is used by the local library system, which would very likely be the Dewey Decimal Classification system, and 3 x 5″ cards would be used. The museum's Accession Number would be placed in the upper right hand corner of the card, the same as on the other three types of cards, with the book's Call Number in the left hand corner.

DONOR CARDS. The donor card contains the full name and address of the donor and a brief itemization of each contribution with corresponding catalog numbers and dates.

This provides a cross reference to the catalog cards. 4 x 6″ cards are recommended.

INSTALLING THE CATALOGING SYSTEM. If you are faced with the task of installing the system in a museum already started, but not satisfactorily organized, take a complete inventory, working arbitrarily from one end of a room to the other, and from room to room if the museum has more than one room. Use one sheet of paper for each item. The inventory sheets will contain the following information: title of the object, old catalog number (if any), and the location of the object. Next add the name of the donor (if known), the date of acquisition (if known) and whatever descriptive information on the use and history of the object is available.

When the physical inventory is finished, group the sheets according to classification, and then sort each classification into three groups as follows:

1. Those for which neither donor nor date of acquisition are known;
2. Those for which the donor is known, but not the date of acquisition;
3. Those for which the date or approximate date of acquisition is known. Arrange this stack in chronological order.

You are now ready to enter the inventory into the accessions journals. Start with the third group, those for which the date is known. Enter these in blank journals in chronological order, from the earliest year to the present. Fill out catalog and donor cards and mark the items as you do current accessions.

Now begin to enter those items in the inventory for which the donor is known, but not the date of acquisition. Enter these in the current journal as though they were current acquisitions, using the current year in the accession number. In the column for date, simply enter "unknown."

The group of items for which neither donor nor date of acquisition are known will also be entered as current accessions, placing "unknown" in both donor and date columns, but using the current date in the accession number.

MARKING. It is extremely important that catalog numbers are permanently affixed to all objects as soon as possible. Each object shall be marked with the number entered for it in the accessions journals.

Materials needed for marking can be purchased through your library supply house. The materials recommended are the same as those used in library processing.

Numbers should be applied to an undersurface of artifacts, which will not normally be handled.

To mark garments or fabrics of all kinds, use a sewed-on label on which the catalog number has been typed or written with India ink.

On manuscripts and documents, the number is marked in the upper left-hand corner of the first page, unless this application interferes with the text or defaces the paper. Then select another corner, the reverse of the sheet, or a second page.

If the documents are shelved in large manila envelopes, the number is placed on the outside of the envelope. If vertical file boxes are used, the numbers of all items in the box are placed on the outside edge of the box.

Photographs are numbered on the upper left-hand corner of the back.

Books, bound volumes of newspapers and periodicals are marked as they would be in a library.

APPENDIX A

Dewey Decimal Classifications

000 GENERAL WORKS
020 Library Science
028 Books and reading
030 Encyclopedias
050 Periodicals
070 Newspapers, Journalism

100 PHILOSOPHY
110 Metaphysics
130 Psychological systems
136.7 Child study
140 Philosophic systems
150 General Psychology
155.6 Adults and Aged
160 Logic
170 Ethics (theory)
177 Conduct of life. Social ethics.
180 Ancient philosophy
190 Modern philosophy

200 RELIGION
210 Natural religion
220 Bible
221 Old Testament
225 New Testament
270 Christian church history
280 Christian churches
290 Non-Christic n religions
291 Mythology
291.33 Witchcraft

300 SOCIAL SCIENCE
301 Sociology
304 Social problems
310 Statistics
320 Political science
327 International relations
328 Parliamentary practice
330 Economics
340 Law
341.13 United Nations
345 United States
350 Public administration. Government.
353 U.S. Government
355 Army
358.4 Air Force
359 Navy
360 Social welfare
363.2 Police services
368 Insurance
369 Boy Scouts. Girl Scouts.
370 Education
371.26 Educational tests
371.4 Vocations. Guidance and Counseling.
374 Adult Education
375 Curriculum
378 Higher Education
378.17 Instructional Methods
380 Commerce. Transportation.
383 Postal Service. Stamps.
385 Railroads
387 Water, air and space transportation
390 Customs
394 Holidays
395 Etiquette
398 Folklore, Fairy Tales, Legends

400 LANGUAGE
410 Comparative languages
420 English
423 Dictionaries
425 Grammar

500 PURE SCIENCE
510 Mathematics
520 Astronomy
530 Physics
537 Electricity and Electronics
540 Chemistry
549 Minerals
550 Earth Sciences, Geology
551 Physical geography. Weather
560 Paleontology
570 Biology
575 Evolution, Heredity
580 Botany
582 Trees, shrubs
583 Flowers
589 Bacteriology
590 Zoology
595 Insects
597 Fishes. Frogs
598 Birds, Reptiles.

600 APPLIED SCIENCE, TECHNOLOGY
610 Medical Sciences
611 Human Anatomy
612 Human Physiology
613 Health, Hygiene
614 Public health, Safety, Fire Prevention
614.88 First Aid
615 Pharmacology
616 Medicine
617 Surgery
617.6 Dentistry
618.1 Gynecology
618.2 Obstetrics
620 Engineering
621.3 Electrical Engineering
621.38 Radio, Television, Telephone
622 Mines and mining
623.8 Naval Engineering
624 Civil Engineering
629.1 Aeronautics
629.2 Automobiles
630 Agriculture
633 Field Crops
634 Fruit culture
634.9 Forestry
635 Gardens, Gardening
636 Domestic animals. Pets
637 Dairying
638 Beekeeping
639 Fisheries
640 Home Economics
641 Cooking
642 Food
645 Household furnishings
646 Sewing, clothing
649 Child rearing
650 Business
651.7 Communication
651.8 Data Processing
652.3 Typewriting
652.4 Duplicating
653 Shorthand
655 Printing
657 Accounting
658 Management
659.1 Advertising
659.2 Public Relations
660 Industrial chemistry
664 Food Technology
670 Manufacturing
676 Pulp and Paper Industries
677 Textiles
680 Mechanic Trades, Handcrafted Products
683.8 Household Appliances
690 Building Construction
696 Plumbing
697 Air Conditioning and Heating

700 FINE ARTS
709 History of art
710 Landscaping
720 Architecture
730 Sculpture
738 Ceramic Arts
740 Drawing, Lettering
744 Technical drawing
745.92 Floral Arts
747 Interior Decoration
749 Antiques
750 Painting, Pictures
760 Graphic Arts
770 Photography
778 Movies
780 Music
782 Opera
784 Songs
790 Recreation, Hobbies
792 Theatre
793 Indoor games, Parties
796 Outdoor games and sports, Athletics
797 Aquatic and Air Sports
799 Hunting and Fishing

800 LITERATURE
(The distinction between fiction and literature is very fine; Literature is regarded as a work which has stood the test of time.
808.8 Collections of literature, Quotations
809 Literature—History and criticism
810 American Literature
811 Poetry (American)
812 Drama (American)
813 Fiction (American)
814 Essays (American)
815 Speeches (American)
817 Satire and Humor
820 English Literature
822.3 Shakespeare

900 HISTORY
909 World History
910 Geography, Travel
912 Atlases, Maps
913 Archaeology
920 Biography and Autobiography, Collections
921 Biograhy of Individuals
930 Ancient History
940 European History
940.3 World War I
940.53 World War II
950 Asian History
960 African History
970 North American History
980 South American History
990 Oceanian History, Pacific Islands, Australia, Polar Regions

Dewey Decimal Subdivisions for Church Libraries

200 RELIGION
- 205 Periodicals, Magazines
- 208 Religion in the World Today

220 BIBLE
- 220.1 Evidences and Authority, Canon, Inspiration, Authorship, How we got our Bible
- 220.2 Concordances, Topical Text books
- 220.3 Dictionaries, Cyclopedias
- 220.4 Original Texts, Manuscripts
- 220.5 Versions, Polyglots
- 220.6 Bible Story Book (for Adults)
- 220.7 Commentaries
- 220.71 Bible Questions or Problems
- 220.8 Special Topics (Music, Games, Animals, Plants)
- 220.9 Bible Geography and History (ancient history), Atlases, Bible Lands in Bible times, Customs
- 220.91 Bible Lands since Bible times, Customs
- 220.92 Scriptural Biography—compilation
- 220.93 Antiquities, Archaeology, Science and the Bible
- 220.94 Bible Studies and Courses—general
- 220.95 Special Studies (such as Tabernacle, Typology, etc.)
- 220.96 Prophecy—general or fulfilled (See 237 for prophecy of "last days")

221 OLD TESTAMENT
- 221 Texts, Introduction
- 221.5 Scriptural Old Testament Biography
- 221.6 Chronology
- 221.8 Commentaries or Studies on Old Testament

222 LAW AND HISTORICAL BOOKS
- 222.1 Genesis thru 222.26 Esther

223 POETICAL BOOKS
- 223.1 Job thru 223.5 Solomon

224 MAJOR AND MINOR PROPHETS
- 224.1 Isaiah thru 224.26 Malachi

225 NEW TESTAMENT
- 225.1 Introductions
- 225.5 Scriptural New Testament Biography
- 225.6 Chronology (Harmonies)
- 225.7 Christian History
- 225.8 Commentaries and Studies on New Testament

226 GOSPELS AND ACTS
- 226.1 Harmonies
- 226.2 Matthew
- 226.3 Mark
- 226.4 Luke
- 226.5 John
- 226.6 Acts
- 226.7 Miracles
- 226.8 Parables
- 226.9 Lord's Prayer

227 EPISTLES
- 227.1 Romans thru 227.9 Jude

228 REVELATION

229 APOCRYPHA

230 DOCTRINAL—Theology
- 230.1 Miscellaneous Topic Study

231 God—Trinity
- 231.3 Holy Spirit (see also 242.1)
- 231.31 Gifts of the Spirit

232 Christology (Life of Christ)
- 232.1 Incarnation, Divine humanity, Deity
- 232.3 Cross, Atonement, Sacrifice, Passion
- 232.5 Resurrection (Jesus)
- 232.9 Typology, regarding Christ

233 Man—Origin, Fall, Sin

234 Salvation—Faith, Regeneration, Grace Redemption, Sanctification, Eternal Life, Predestination and free will

235 Angels, Devils, Demons, Satan

236 Death
- 236.5 Future State—Heaven, Hell, Immortality, Judgments

237 Eschatology (last things), Prophecy, Second Advent, Millennium, Dispensations, Resurrection (man)

238 Catechisms, Creeds

239 APOLOGETICS, Evidences of Christianity and God

240 RELIGIONS AND SECTS
- 240.01 Demonology, Spiritualism, Horoscopes, Witchcraft, Magic, etc.
- 240.1 Catholicism
- 240.2 Judaism

241 IDEALOGIES
- 241.5 Social Problems (Drugs, Ecology, New Morality, Racism, Riots, War, etc.)
- 241.6 Military Service
- 241.9 Christian Ethics

242 DEVOTIONAL
- 242.1 Holy Spirit
- 242.2 Mental Health or Psychology

243 Prayer, Private and Group

244 Daily Devotional Helps

245 Miscellaneous, Collections of inspirational messages
- 245.2 Devotional Talks
- 245.3 Stewardship
- 245.4 Temperance

246 CHRISTIAN HOME
- 246.1 Marriage
- 246.2 Sex Education

247 Parent-Child Relationship

248 Devotions for Children

249 INSPIRATION FOR YOUTH
- 249.1 Youth Problems

250 HOMILETICS, Pastoral problems or work

251 Preaching, Sermon illustrations (also see 268.59)

252 Sermons

253 Visitation, etc.

254 Lay Leadership, Development and Ministry
- 254.1 Evangelism
- 254.2 Home Bible Classes
- 254.3 Contemporary Evangelism (Street Christians, Jesus People, Beach Ministries, Musical Groups, etc.)

260 CHRISTIAN CHURCH
- 260.01 Church Renewal
- 260.1 Church History
- 260.2 Protestantism and Denominations

262 Church Polity (government)
- 262.1 Church and Society (social action, etc.)

263 Sunday
- 263.1 Christian Holy Days (Christmas, Easter, Pentecost, etc.)
- 263.2 Thanksgiving

264 Church Worship and Liturgies
- 264.2 Music for Christian worship, fellowship and service

265 Sacraments and Ordinances
- 265.1 Baptism
- 265.2 Church fellowship
- 265.3 Lord's Supper, Holy Communion
- 265.8 Ministry to sick and dead, healing, burial, etc.

266 MISSIONS

267 BIOGRAPHY, Missionary—

268 CHRISTIAN EDUCATION, General

268.1 Sunday School—General
- 268.11 Evangelism in the Sunday School
- 268.12 Psychology of Christian leadership
- 268.13 Age Psychology

268.2 Children's Work, Methods and General Program

268.3 Youth Work, Methods and General Program

268.4 Teaching and Teacher Training

268.5 WORSHIP
- 268.51 Worship programs for children
- 268.52 Worship programs for Youth
- 268.53 Hymnology (stories of hymns and hymn writers)
- 268.54 Music for children
- 268.55 Music for youth and adults
- 268.56 Picture study
- 268.57 Symbolism
- 268.58 Young people's programs

268.6 Teaching Aids, Visual Aids

268.7 Week-Day Activities
- 268.71 Daily Vacation Bible School
- 268.72 Week-Day church school
- 268.73 Clubs (Bible and other)
- 268.74 Craft, handwork, etc.
- 268.75 Drama, costumes, etc.
- 268.76 Plays, pageants, programs
- 268.77 Recreation, socials, games
- 268.78 Etiquette
- 268.79 Miscellaneous nature study, flags, patriotism

268.8 Stories: Children's stories, Bible and Bible related

F FICTION for Youth and Adults

FC FICTION for Children

APPENDIX B

Partial list of Wholesalers (Jobbers) that handle books complete with either full processing or kits.

Alanar Book Processing Center, Inc.
P.O. Box 921
1609 Memorial Ave.
Williamsport, Pa. 17701

American Library & Educational Service
21 Harristown Rd.
Glen Rock, N.J. 07452

Baker and Taylor
1405 N. Broad St.
Hillside, N.J. 07205

Follett Library Book Co. (Juvenile)
1000 W. Washington Blvd.
Chicago, Ill. 60607

Commercially Processed Cards

(Alanar Cards—)
BRO-DART INDUSTRIES
Dept. 1495 LB
1609 Memorial Ave.
Williamsport, Pa. 17701

(Lj Cards—)
XEROX BIBLIOGRAPHICS
LJ Cards Dept.
2500 Schuster Dr.
Cheverly, Md. 20781

(Wilson Cards—)
H. W. WILSON CO.
950 University Ave.
New York, N.Y. 10452

(Library of Congress Cards—(LC))
Card Division
LIBRARY OF CONGRESS
Building 159
Navy Yard Annex
Washington, D.C. 20541

Cataloging Aids

DEWEY DECIMAL CLASSIFICATION and RELATIVE INDEX
Abridged Edition, Dewey, Melvil

FOREST PRESS, Inc.
85 Watervliet Ave.
Albany, N.Y. 12206

SEARS LIST OF SUBJECT HEADINGS
With Practical Suggestions for the Beginner in Subject Heading Work.
by Minnie Earl Sears
H. W. WILSON CO.
950-72 University Ave.
New York, N.Y. 10452

COMMON SENSE CATALOGING
Esther J. Piercy
H. W. WILSON CO.
950-72 University Ave.
New York, N.Y. 10452

A Guide to Current Books

THE BOOKLIST and SUBSCRIPTION BOOKS BULLETIN
A guide to Current Books
AMERICAN LIBRARY ASSOCIATION
50 East Huron St.
Chicago, Ill. 60611

Periodical Index

READER'S GUIDE TO PERIODICAL LITERATURE
or
ABRIDGED READER'S GUIDE TO PERIODICAL LITERATURE
H. W. WILSON CO.
950-72 University Ave.
New York, N.Y. 10452

Magazine Subscriptions

McGREGOR MAGAZINE AGENCY
Mount Morris, Ill. 61054

SUBSCRIPTION SERVICE CO.
First Ave. N. at 13th St.
Birmingham, Ala. 35201

Library and A-V Equipment and Supplies

Virtually all of the equipment, furniture and supplies mentioned in this book, as well as thousands of other library items are available from:

THE HIGHSMITH COMPANY, INC.
Box 25
Fort Atkinson, Wisconsin 53538

APPENDIX C

A list of State Library Agencies (in Zip Code order)

Division of Libraries & Museums
P.O. Box 390 Charlotte Amalie
St. Thomas, VI 00801

Director
Library Service Dept. of Education
P.O. Box 759
Hato Rey, PR 00919

Director
Bureau of Library Extension
Department of Ed., Div. Cur. Inst.
648 Beacon Street
Boston, MA 02215

RI Dept. of State Library Services
95 Davis Street
Providence, RI 02908

State Library
20 Park Street
Concord, NH 03301

State Library
Augusta, ME 04330

Commissioner
Vermont Dept. of Libraries
111 State Street
Montpelier, VT 05602

State Library
231 Capitol Avenue
Hartford, CT 06117

Director, Div. of State Libraries
Archives & History Dept. of Educ.
185 W. State Street
Trenton, NJ 08625

Div. of Library Dev. NY State Library
Room 1507 Twin Towers
99 Washington Avenue
Albany, NY 12210

State Library
Box 1601
Harrisburg, PA 17126

Librarian
Div. of Librarians
P.O. Box 635
W. Loockerman Street
Dover, DEL 19901

American Library Association
The Coronet
110 Maryland Ave. NE Suite 101
Washington, D.C. 20002

Director
District of Columbia Public Library
901 G Street NW
Washington, D.C. 20001

Asst. State Supt. for Libraries
Div. Lib. Devel. & Serv.
P.O. Bo 8717 Friendship Int. Airp.
Baltimore, MD 21240

State Library
Richmond, VA 23219

Executive Secretary
State Library Commission
2004 Quarrier Street
Charleston, WV 25300

State Library
P.O. Box 27727
Raleigh, NC 27602

Librarian
State Library
State House Box 11469
Columbia, SC 29211

Director
Dir. Public Service, Dept. Ed.
156 Trinity Avenue SW
Atlanta, GA 30303

Director
State Library
Supreme Court Building
Tallahassee, FLA 32304

Director
Public Library Service
155 Administration Building
Montgomery, ALA 36104

Librarian & Archivist
State Library & Archives
7th Avenue North
Nashville, TN 37219

Director
Library Commission
405 State Office Building
Jackson, MS 39201

Department of Libraries
Box 537
Frankfort, KY 40601

Librarian
State Library
65 S. Front Street
Columbus, OH 43215

Director
State Library
140 N. Senate Avenue
Indianapolis, IND 46204

Genevieve M. Casey, Assoc. Proff.
Department of Library Science
Wayne State University
Detroit, MI 48202

Librarian
State Library
735 E. Michigan Avenue
Lansing, MI 48913

Director
State Traveling Library
Historical Building
Des Moines, IA 50319

Division for Library Services
Public Library Services
3030 Darbro Drive
Madison, Wis. 53714

Director Office Public Libraries
Dept. Ed. Room 805
Capitol Square Bldg., 550 Cedar St.
St. Paul, MINN. 55101

Director-Secretary
State Library Commission
322 S. Fort Street
Pierre, SD 57501

Director
State Library Commission
Highway 83 North
Bismarck, ND 58501

Librarian
State Library Commission
930 E. Lyndale
Helena, MT 59601

Library Services Program Off.
AVLP
300 S. Wacker Dr. Bldg.
Chicago, ILL 60607

Director
Illinois State Library
Centennial Building
Springfield, ILL 62756

Librarian
State Library
308 East High
Jefferson City, MO 65101

Librarian-State Library
3rd Floor State House
Topeka, KS 66612

Director
Nebraska Library Commission
1420 P
Lincoln, NB 68508

State Library
P.O. Box 131
Baton Rouge, LA 70821

Librarian & Executive Secretary
Library Commission
506½ Center Street
Little Rock, ARK 72201

Director
Oklahoma State Library
109 State Capitol
Oklahoma City, OK 73105

Director and Librarian
Texas State Library
P.O. Box 12927
Austin, TEX 78711

Deputy State Librarian
Colorado State Library
1362 Lincoln
Denver, CO 80203

State Library
Supreme Court Building
Cheyenne, WYO 82001

State Library
325 State Street
Boise, IDA 83702

Director
State Library
2150 S. 2nd W Suite 16
Salt Lake City, UT 84115

Director
Department of Libraries & Archives
State Capitol
Phoenix, AZ 85007

State Library
P.O. Box 1629
Santa Fe, NM 87501

State Library
State Mail Room
Carson City, NEV 89701

State Library
Library Courts Building
Sacramento, CAL 95809

Staff Collection
Hawaii State Library
478 S. King Street
Honolulu, HI 96813

State Library
Salem, ORE 97310

State Librarian
State Library
Olympia, WA 98504

Director
State Library
State Capitol Bldg. Pouch G
Juneau, AK 99801